PagePerfect™

Tutorial

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Introducing PagePerfect

Welcome to PagePerfect, the *complete* page processor! You can use PagePerfect to write and edit documents, lay out pages, change typefaces and paragraph styles, and insert pictures.

With PagePerfect, you don't need to know anything about typography or page layout—nor do you need to take the time to learn about them.

To create a look for your document, you can simply select one of the professionally designed "stylesheets" that are included with PagePerfect. Each stylesheet determines how the paragraphs and pages of your document will look. You can use these stylesheets "as is," or you can easily customize them to suit your particular taste and applications. And you can create original stylesheets as well.

Once you've chosen the basic look of your document, PagePerfect displays a blank page that's laid out in the style you want. You can then enter the text for the document in either of two ways:

- You can enter text directly onto a page using PagePerfect's powerful word processor. Unlike other desktop publishing programs you may have worked with or read about, PagePerfect

does not require that you use a separate word processor for writing or editing your text! And if you've been using WordStar® or MultiMate™, PagePerfect does not require that you learn a new set of word-processing commands. You can use commands like WordStar's or MultiMate's *within PagePerfect* for entering, editing, and changing the look of text.

- If you've already created the text with WordPerfect®, Microsoft® Word, WordStar®, WordStar® 2000, MultiMate™, Canon Expression™, or CanoWriter™—or with any word processor that creates ASCII text files—you can read the text into a PagePerfect document. If you want, you can then edit the text using PagePerfect's word processor.

If you use PagePerfect to enter the text as well as lay out the pages, you avoid the inconvenience and inefficiency of switching between two different programs. This saves you time, especially if you need to do substantial editing. With PagePerfect, you'll know where your text will appear on the page—and how well it blends with any pictures on the page—the moment you enter or edit it.

Getting Started

If PagePerfect hasn't already been installed in your computer, install it now using the procedure described in the *PagePerfect Installation Guide*.

PREPARING TO USE THE TUTORIAL

When you work through this tutorial, you'll use a few files that were copied to your hard disk when PagePerfect was installed. If you or someone else has already worked through the tutorial, these files have been modified, and you should recopy the files by doing the following two steps. If no one has used this tutorial since PagePerfect was installed, the tutorial files are ready to use, and you can skip these steps.

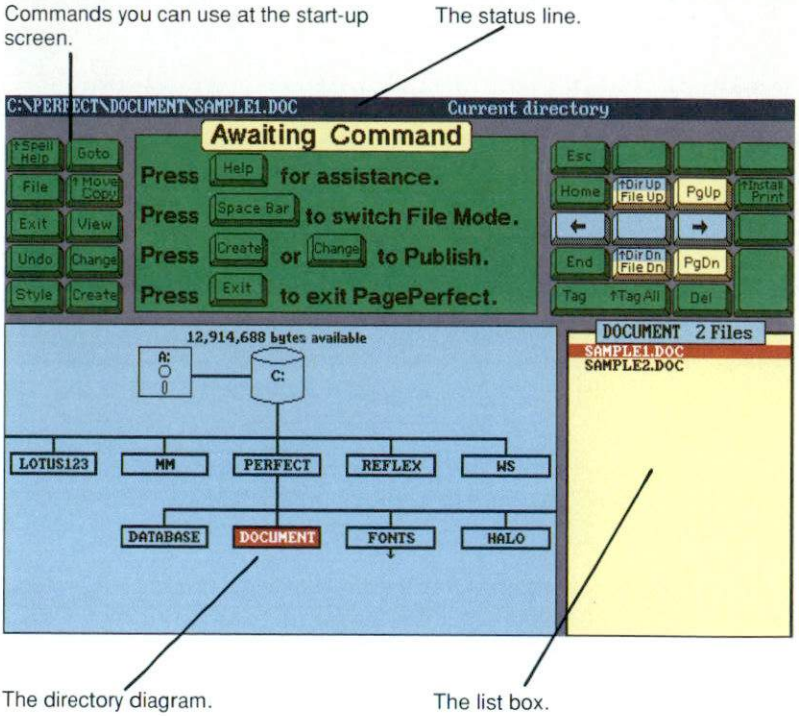
- **Type *TUTORIAL*, then press Enter.**
- **Insert the last PagePerfect disk into drive A, then press any key to begin copying the tutorial files.**

STARTING PAGEPERFECT

With the DOS prompt showing the drive where PagePerfect is installed (typically C:):

- **Type *PP*, then press Enter.**

THE START-UP SCREEN

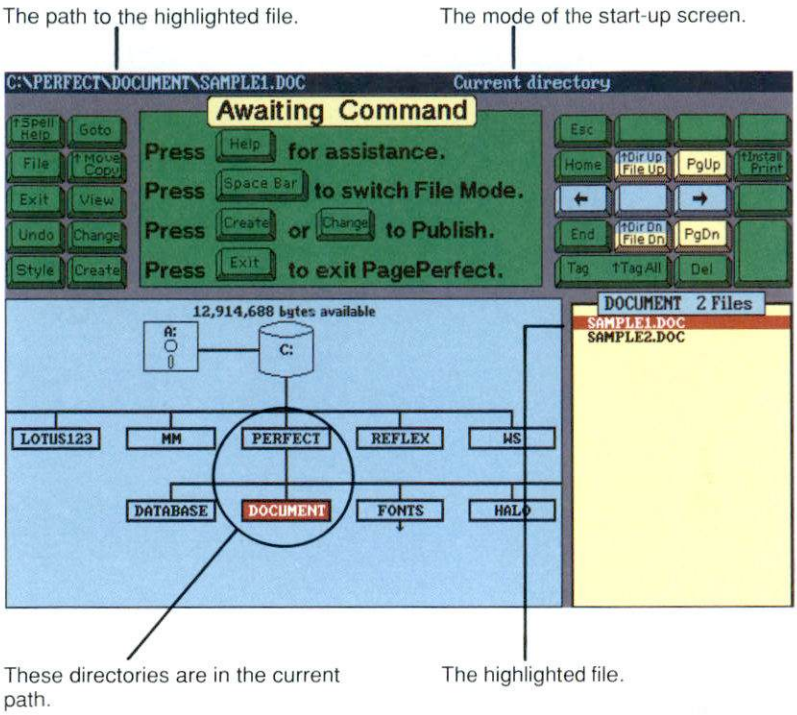


The **directory diagram** shows the organization of the files on your hard disk (plus one or two symbols representing floppy-disk drives). You'll use it to select the directory containing the file you want to work with. The PROGRAMS directory is currently selected.

The **list box** shows the files stored in the highlighted directory. You'll use this list box to select the file you want to work with. Pressing Enter selects the highlighted file.

The **status line** shows the path to the highlighted file and the mode of the start-up screen. The path shows where in the disk's directory

structure the file is stored. The mode is now CURRENT DIRECTORY, in which only files in the current (selected) directory appear in the list box.



USING THIS TUTORIAL

This tutorial takes you step-by-step through examples that enter, edit, and change the look of text; create a page layout; insert and change pictures; and change a stylesheet.

To make it easy for you to learn the essentials, these lessons don't cover *all* of PagePerfect's many features—just the basic tasks that you'll be doing most of the time in typical situations. You'll get the most out of these chapters if you work the examples on your computer as you read about them.

You can expect to be finished with Lesson 1 within about 20 minutes, and with the entire tutorial within about 1 hour. And now, turn to Lesson 1 and begin working on your first document!

LESSON

1

Working with Text

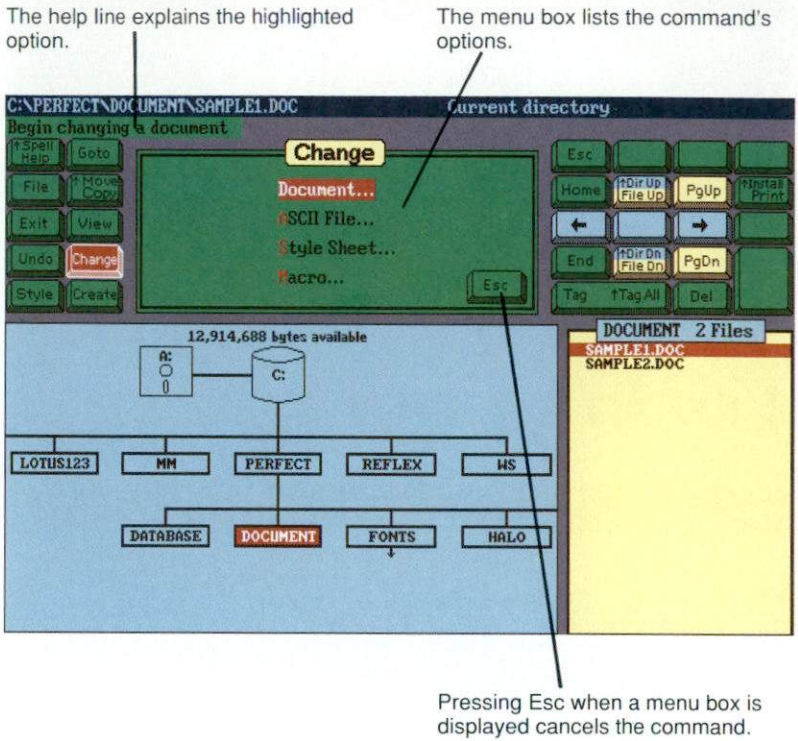
In this lesson, you'll learn how to:

- Enter and edit text.
- Change the style of paragraphs and of characters.
- Print and save a document.

You'll be working with a document we've started for you. It's already laid out with the title of the document, two columns for text, and a place for a picture.

DISPLAYING THE DOCUMENT

- **Press the F8 function key to select the Change command.**



Notice in the menu box that DOCUMENT... is highlighted. You use the highlight in a menu box to indicate which item you want to select. You can move the highlight by pressing the down-arrow key, the up-arrow key, or the space bar. Try moving the highlight now:

- **Press the down-arrow key until MACRO... is highlighted.**
- **Press the up-arrow key until DOCUMENT... is highlighted again.**
- **Press the space bar four times.**

  DOCUMENT... is highlighted again.

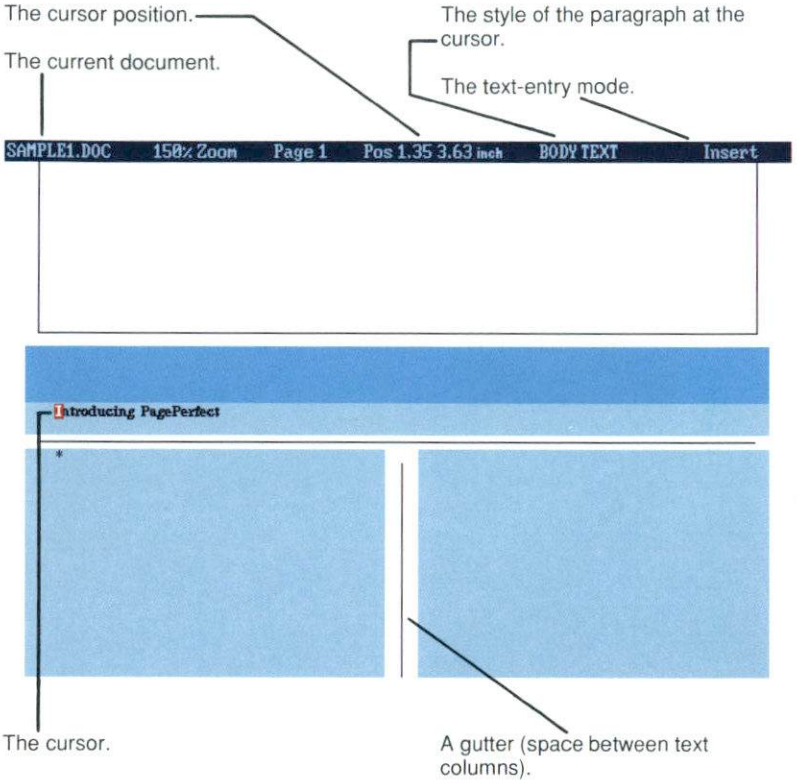
You can select the highlighted item by pressing the Enter key:

- **Press Enter to select DOCUMENT....**

You'll be changing the document named SAMPLE1.

- **Press the down-arrow key, if necessary, until SAMPLE1 is highlighted, then press Enter.**

PagePerfect displays the upper-left corner of page 1.


The cursor position.
The current document.
The style of the paragraph at the cursor.
The text-entry mode.
SAMPLE1.DOC 150% Zoom Page 1 Pos 1.35 3.63 inch BODY TEXT Insert
Introducing PagePerfect
The cursor.
A gutter (space between text columns).

INSERTING TEXT FROM A FILE

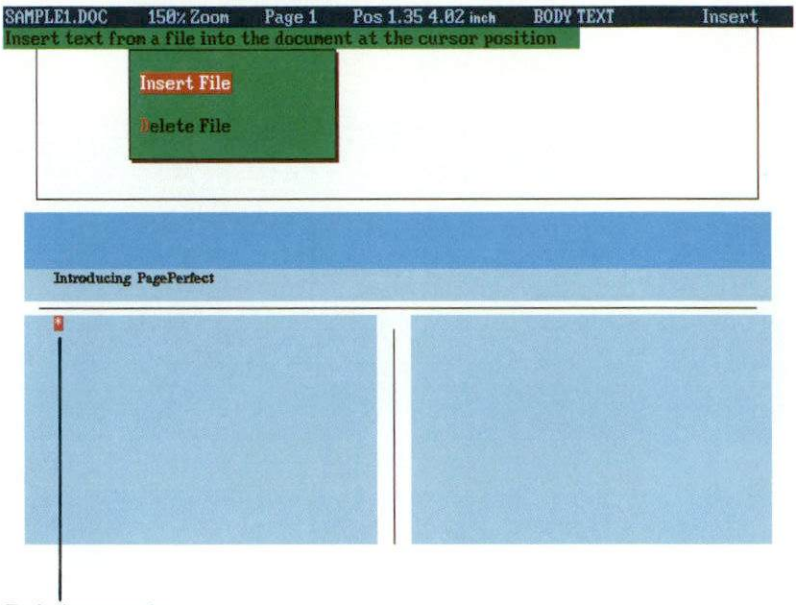
The title of the sample document has already been entered. You'll now insert the "body text" of the document from a file.

Begin by moving the cursor to where you'll be entering the text.

- **Hold down the Shift key and press the down-arrow key.**

  The cursor moves to the beginning of the next paragraph. The asterisk is the end-of-text marker--you can't move the cursor past it.

- **Press Shift-F3 to select the File command.**


SAMPLE1.DOC 150% Zoom Page 1 Pos 1.35 4.82 inch BODY TEXT Insert
Insert text from a file into the document at the cursor position
Insert File
Delete File
Introducing PagePerfect

End-of-text marker.

- **Type *I* to select INSERT FILE.**

The text is in a file called SAMPLE.TXT, which is stored in the TEXT directory.

You select a directory using the arrow keys:

- **Press the right-arrow key eight times to highlight the TEXT directory.**

  If you wanted to select a directory that's above or below the currently highlighted directory, you would need to hold down the Shift key while you press the up-arrow or down-arrow key.

- **Press the down-arrow key, if necessary, until SAMPLE.TXT is highlighted, then press Enter.**

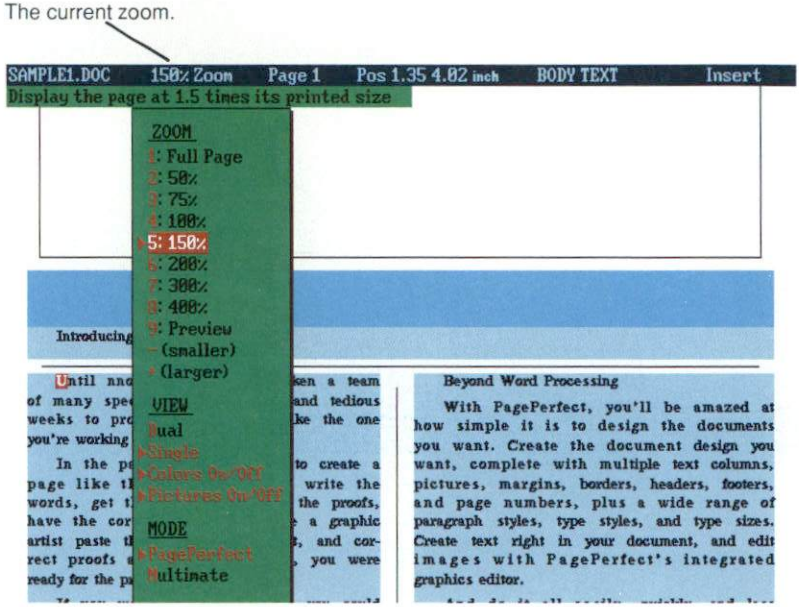
  After a few moments PagePerfect inserts the text from the file onto the page.

CHANGING THE ZOOM

Right now your screen shows only a portion of the page. How much of the page is displayed depends on the current **zoom**. When you start PagePerfect, it uses a zoom of 150%, as indicated in the status line. This means that the page is displayed at 1.5 times its printed size. You can see the entire page by using the View command to change the zoom to FULL PAGE.

- **Press F6 to select the View command.**

  PagePerfect displays a list of the zooms you can select.


The current zoom.
SAMPLE1.DOC 150% Zoom Page 1 Pos 1.35 4.82 inch BODY TEXT Insert
Display the page at 1.5 times its printed size
ZOOM
1: Full Page
2: 50%
3: 75%
4: 100%
5: 150%
6: 200%
7: 300%
8: 400%
9: Preview
- (smaller)
+ (larger)
VIEW
Dual
Single
Colors On/Off
Pictures On/Off
MODE
PagePerfect
Multimate
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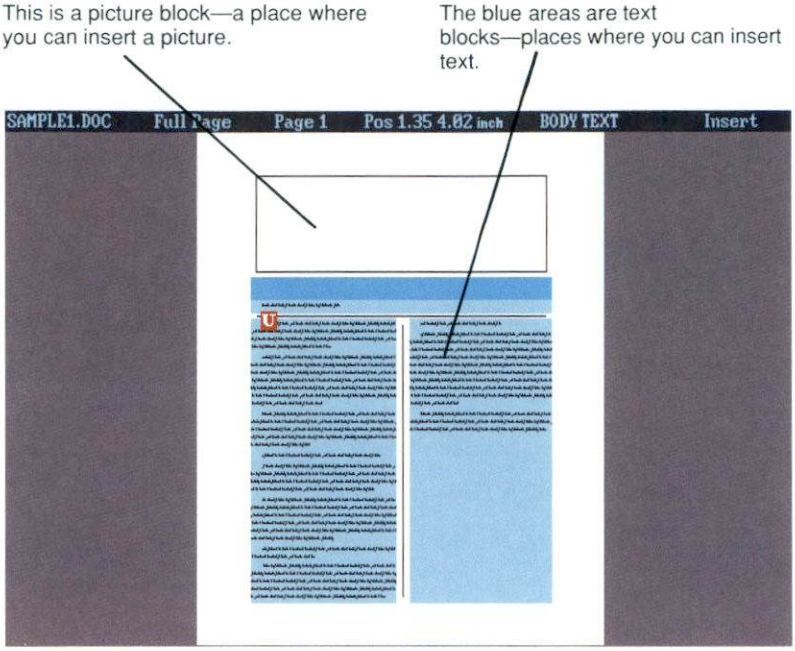
- **Type *1* to select FULL PAGE.**

  Use the number key at the top of your keyboard, not the number key at the right.

PagePerfect displays the entire page on your screen.


This is a picture block—a place where you can insert a picture.
The blue areas are text blocks—places where you can insert text.
SAMPLE1.DOC
Full Page
Page 1
Pos 1.35 4.02 inch
BODY TEXT
Insert

The text has been **greeked**, because it's too small to be readable when the page is reduced to this size. To edit the text, you must increase the zoom.

- **Press F6 to select the View command.**
- **Type 5 to select 150%.**

  The text is now readable again.

MOVING THE CURSOR

Try these ways of moving the cursor around the page:

- **Press the right-arrow key.**

  The cursor moves one character to the right.

- **Press the left-arrow key.**

  The cursor moves one character to the left.

- **Hold down the Shift key and press the down-arrow key.**

  The cursor moves to the beginning of the next paragraph.

- **Release the Shift key, then press the down-arrow key again.**

  The cursor moves down one line.

- **Hold down the Shift key and press the right-arrow key.**

  The cursor moves to the beginning of the next word.

- **Hold down the Alt key and press the right-arrow key.**

  The cursor moves to the right side of the column.

- **Hold down the Alt key and press the right-arrow key again.**

  The cursor moves to the left side of the second column.

- **Press the Home key.**

  The cursor moves to the first character in the column.

- **Press the PgUp key.**

  The cursor moves to the first character on the page.

You'll find a complete list of the cursor-movement keystrokes in the "Documents" section of the *PagePerfect Reference Guide* and in the *PagePerfect Quick Reference Guide.*

Tip! *Pressing the 5 key in the keypad at the right of the keyboard has the same effect as pressing a Shift key.*

DELETING A CHARACTER AND A WORD

You can delete a single character by pressing the Del key. You can delete a word, sentence, or paragraph by holding down the Shift key and pressing the Del key.

- **Hold down the Shift key and press the down-arrow key.**

  The cursor moves to the beginning of the next paragraph.

- **Hold down the Shift key and press the right-arrow key.**

  The cursor moves to the first character in "nnow."

- **Press Del.**

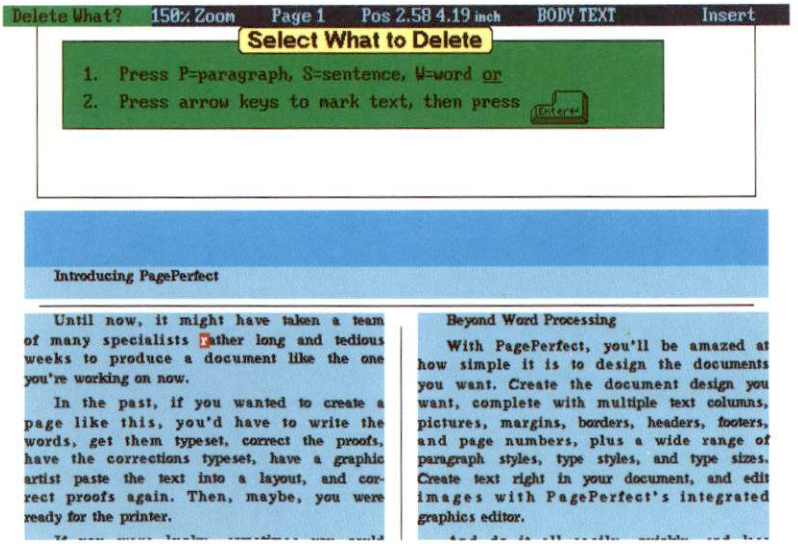
  PagePerfect deletes the character at the cursor.

- **Press the down-arrow key.**

- **Hold down the Shift key and press the right-arrow key.**

  The cursor moves to the beginning of "rather."

- **Hold down the Shift key and press the Del key.**


Delete What? 150% Zoom Page 1 Pos 2.58 4.19 inch BODY TEXT Insert
Select What to Delete
1. Press P=paragraph, S=sentence, W=word or
2. Press arrow keys to mark text, then press
Enter
Introducing PagePerfect
Until now, it might have taken a team of many specialists rather long and tedious weeks to produce a document like the one you're working on now.
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Beyond Word Processing
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- **Type *W* to delete the word at the cursor.**

PagePerfect deletes "rather."

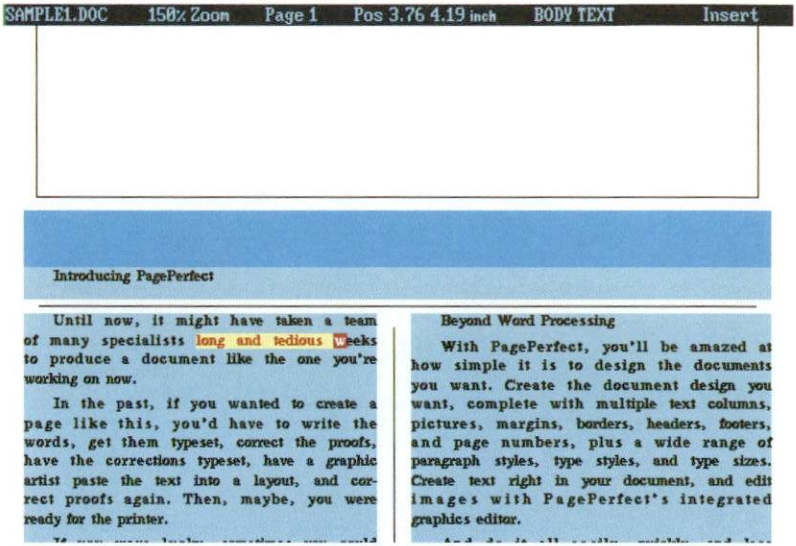
DELETING A RANGE OF TEXT

You can use Shift-Del to delete not only a word, sentence, or paragraph, but also any range of text.

For example, to delete the words "long and tedious" at the cursor:

- **Hold down the Shift key and press the Del key.**
- **Hold down the Shift key and press the right-arrow key three times.**

  PagePerfect highlights "long and tedious."


SAMPLE1.DOC 150% Zoom Page 1 Pos 3.76 4.19 inch BODY TEXT Insert
Introducing PagePerfect
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- **Press Enter to complete the deletion.**

  PagePerfect deletes the highlighted text.

UNDOING A COMMAND

PagePerfect provides an Undo command that reverses the most recent command. If you accidentally delete the wrong text, you can use the Undo command to restore it.

To restore the text you just deleted:

- **Press F7 to select the Undo command.**

  PagePerfect restores the text you deleted.

To reverse the undo:

- **Press F7 to select the Undo command again.**

  PagePerfect deletes the text again.

MOVING TEXT

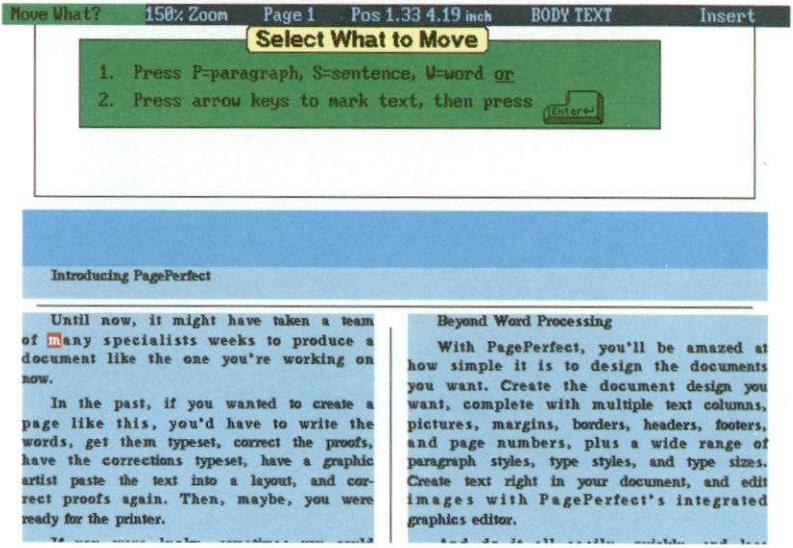
You can use the Move command to move a word, sentence, paragraph, or any range of text.

For example, to move "many" in the second line before "weeks":

- **Hold down the Shift key and press the left-arrow key twice.**

  The cursor moves to the beginning of "many."

- **Press Shift-F4 to select the Move command.**


Move What? 150% Zoom Page 1 Pos 1.33 4.19 inch BODY TEXT Insert
Select What to Move
1. Press P=paragraph, S=sentence, W=word or
2. Press arrow keys to mark text, then press
Enter
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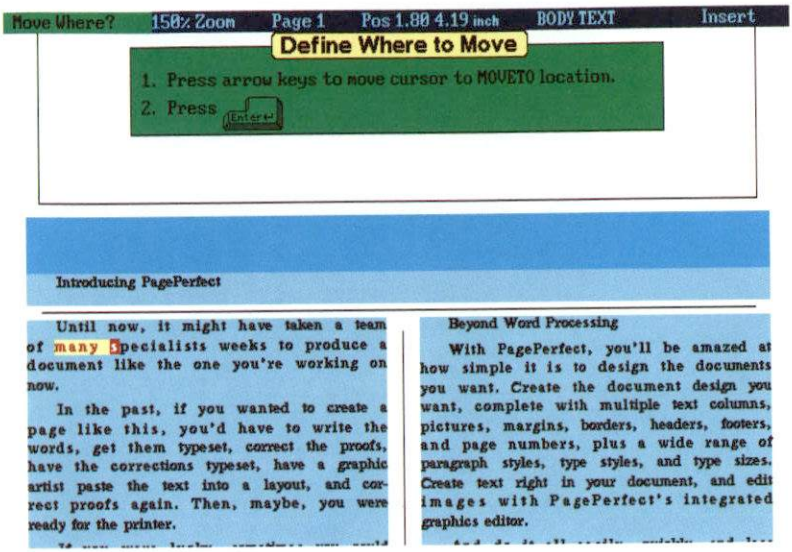
- **Type *W* to highlight the word at the cursor.**

PagePerfect prompts you to specify where to move the highlighted text.


Move Where? 150% Zoom Page 1 Pos 1.00 4.19 inch BODY TEXT Insert
Define Where to Move
1. Press arrow keys to move cursor to MOVETO location.
2. Press Enter
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- **Hold down the Shift key and press the right-arrow key.**

  The cursor moves to the beginning of "weeks."

- **Press Enter to complete the move.**

  PagePerfect moves "many" before "weeks."

ENTERING TEXT FROM THE KEYBOARD

PagePerfect has both an Insert and an Overtype mode for entering text. The current mode appears at the right of the status line.

Use Insert mode (the current mode) to insert the word "complete" before "document":

- **Press the down-arrow key.**

  The cursor moves to the next line.

- **Hold down the Alt key and press the left-arrow key.**

  The cursor moves to the beginning of "document."

- **Type *complete*, press the space bar, then press the Esc key.**

  When you start typing, PagePerfect moves the text at the cursor down to the next line to make room for the text you're inserting. Pressing the Esc key tells PagePerfect to reformat the page. (If you don't press Esc, PagePerfect reformats the page a few seconds after you stop typing.)

Now you'll switch to Overtype mode and type "hours" over "weeks" in the second line:

- **Press the up-arrow key.**

- **Hold down the Shift key and press the right-arrow key three times.**

  The cursor moves to the beginning of "weeks."

- **Press the Ins key.**

  The INSERT indicator in the status line changes to OVERTYPE.

- **Type *hours*.**

  The "hours" types over "weeks."

To switch back to Insert mode:

- **Press the Ins key again.**

CHANGING THE STYLE OF A PARAGRAPH

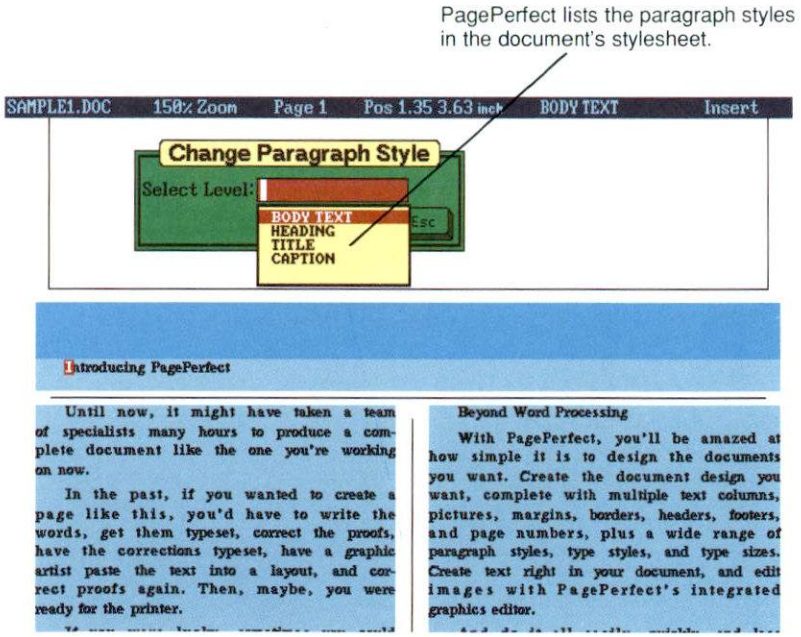
You can change the look of a paragraph by selecting a different paragraph style for it. The paragraph styles you can select come from the stylesheet that was selected when the document was created. (You'll learn about stylesheets in Lesson 4.)

For example, here's how to change the paragraph style for the title of the document:

- **Press the PgUp key to move the cursor to the first character on the page.**

  The cursor can be anywhere in the paragraph you want to change.

- **Press F8 to select the Change command.**


PagePerfect lists the paragraph styles in the document's stylesheet.
SAMPLE1.DOC 150% Zoom Page 1 Pos 1.35 3.63 inch BODY TEXT Insert
Change Paragraph Style
Select Level:
BODY TEXT
HEADING
TITLE
CAPTION
ESC
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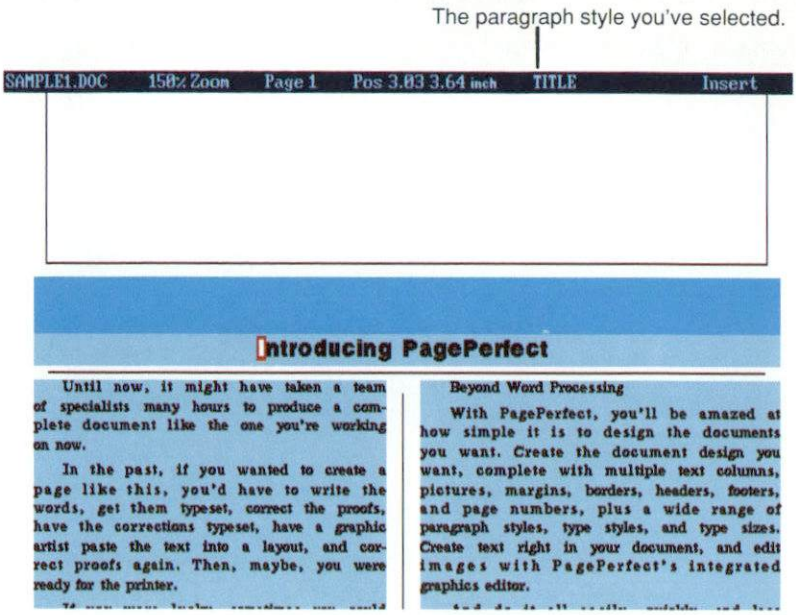
- **Press the down-arrow key twice to highlight TITLE, then press Enter.**

PagePerfect changes the style of the paragraph at the cursor.


The paragraph style you've selected.
SAMPLE1.DOC 150% Zoom Page 1 Pos 3.83 3.64 inch TITLE Insert
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If you don't need to see the list of paragraph styles before you select one, you can press the + (plus) key at the right side of the keyboard to select the *next* paragraph style from the stylesheet, or you can press the - (minus) key to select the *preceding* style from the stylesheet.

Try using this shortcut for switching the paragraph style of the heading "Beyond Word Processing" in the second column:

- **Hold down the Shift key and press the down-arrow key.**

  The cursor moves down to the first column.

- **Hold down the Alt key and press the right arrow key twice.**

  The cursor moves to "Beyond Word Processing" in the second column.

- **Press the + key at the right side of the keyboard.**

  PagePerfect selects the Heading paragraph style for the heading.

CHANGING THE STYLE OF CHARACTERS

You can change the look of text using the Style command (F9).

For example, to change the style of "amazed" in the next paragraph to italics:

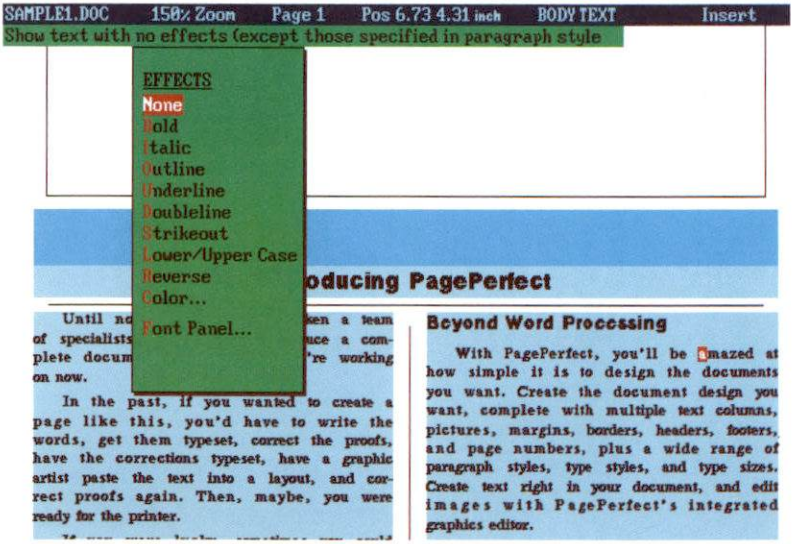
- **Hold down the Shift key and press the down-arrow key.**

  The cursor moves down to the next paragraph.

- **Hold down the Shift key and press the right-arrow key five times.**

  The cursor moves to the beginning of "amazed."

- **Press F9 to select the Style command.**


SAMPLE1.DOC 150% Zoom Page 1 Pos 6.73 4.31 inch BODY TEXT Insert
Show text with no effects (except those specified in paragraph style
EFFECTS
None
Bold
Italic
Outline
Underline
Doubleline
Strikeout
Lower/Upper Case
Reverse
Color...
Font Panel...
oducing PagePerfect
Until no
of specialists
plete docum
on now.
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Beyond Word Processing
With PagePerfect, you'll be amazed at how simple it is to design the documents you want. Create the document design you want, complete with multiple text columns, pictures, margins, borders, headers, footers, and page numbers, plus a wide range of paragraph styles, type styles, and type sizes. Create text right in your document, and edit images with PagePerfect's integrated graphics editor.

- **Type *I* to select Italic.**

- **Hold down the Shift key and press the right-arrow key to highlight the word "amazed."**

- **Press Enter to complete the style change.**

  The text you highlighted is italicized.

You can also specify the character style of text as you enter it.

- **Press the down-arrow key.**

  The cursor moves to the next line.

- **Hold down the Shift key and press the left-arrow key.**

  The cursor moves to the beginning of "documents."

- **Press F9 to select the Style command.**

- **Type *I* to select ITALIC.**

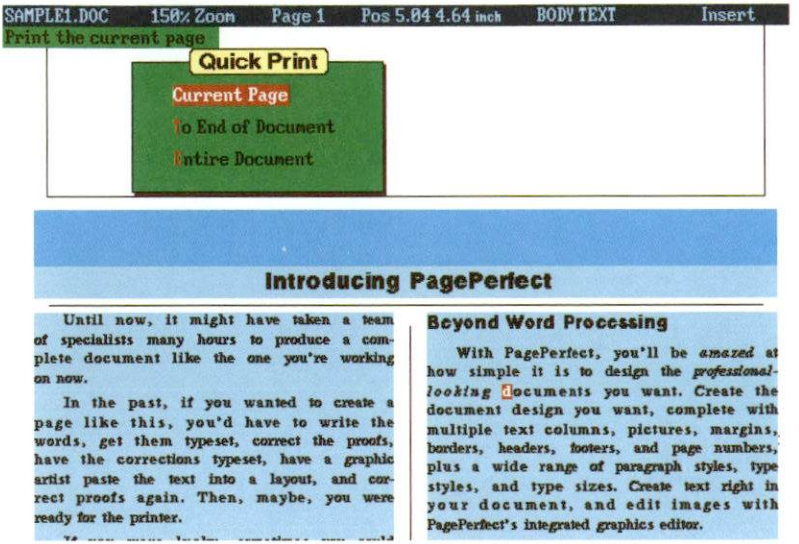
- **Type *professional-looking*, press the space bar, and then press Enter.**

PagePerfect italicizes the characters when you press Enter.

PRINTING THE DOCUMENT

You're finished with this document, so it's time to print it.

- **Press the PrtSc/* key at the right of the keyboard to select the Print command.**


SAMPLE1.DOC 150% Zoom Page 1 Pos 5.04 4.64 inch BODY TEXT Insert
Print the current page
Quick Print
Current Page
To End of Document
Entire Document
Introducing PagePerfect
Until now, it might have taken a team of specialists many hours to produce a complete document like the one you're working on now.
In the past, if you wanted to create a page like this, you'd have to write the words, get them typeset, correct the proofs, have the corrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.
Beyond Word Processing
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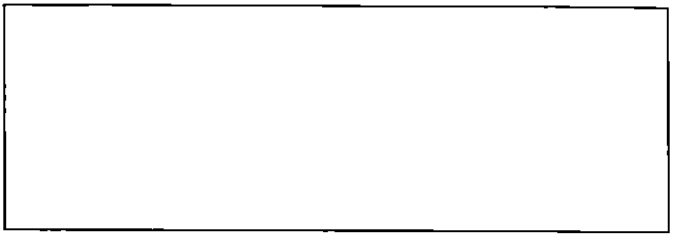
- **Press Enter to select CURRENT PAGE**

PagePerfect displays "Printing in progress..." at the upper-right of your screen while it prepares to print.

Your printed document should look like this:



Introducing PagePerfect

Until now, it might have taken a team of specialists many hours to produce a complete document like the one you're working on now.

In the past, if you wanted to create a page like this, you'd have to write the words, get them typeset, correct the proofs, have the corrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.

If you were lucky, sometimes you could get away with only a couple visits each to the typesetter and the graphic artist. And if you weren't lucky, or there were last-minute changes, well ....

First-Generation Desktop Publishing

Then along came desktop publishing. And a lot of people got very excited when the first IBM-compatible desktop publishing software hit the market in late 1986.

But a funny thing happened. People began to notice that this first generation of desktop publishing software was expensive, difficult to learn and use, and just plain didn't do a lot of things, like word processing and graphics editing.

PagePerfect: the Promise of Desktop Publishing Realized

Now, PagePerfect has arrived. And suddenly PC desktop publishing is a lot simpler and less expensive, because PagePerfect integrates desktop publishing, word processing, and graphics editing all in one package.

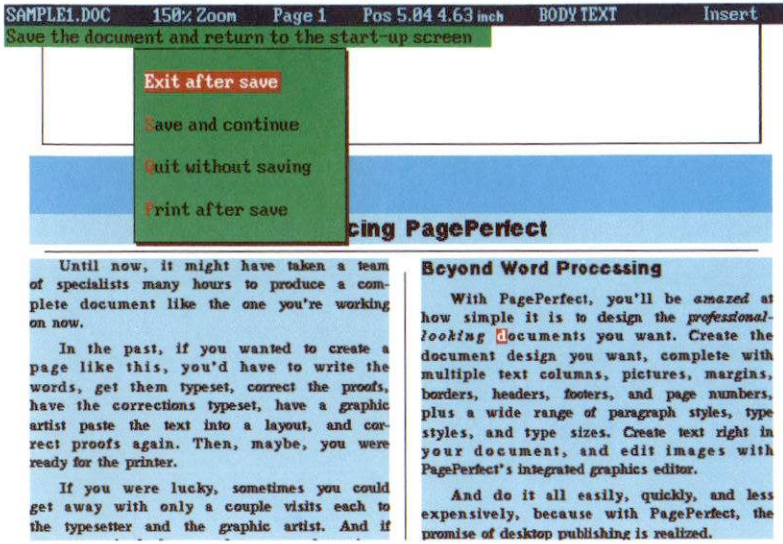
Beyond Word Processing

With PagePerfect, you'll be *amazed* at how simple it is to design the *professional-looking* documents you want. Create the document design you want, complete with multiple text columns, pictures, margins, borders, headers, footers, and page numbers, plus a wide range of paragraph styles, type styles, and type sizes. Create text right in your document, and edit images with PagePerfect's integrated graphics editor.

And do it all easily, quickly, and less expensively, because with PagePerfect, the promise of desktop publishing is realized.

SAVING AND EXITING THE DOCUMENT

- **Press F5 to select the Exit command.**


SAMPLE1.DOC 150% Zoom Page 1 Pos 5.04 4.63 inch BODY TEXT Insert
Save the document and return to the start-up screen
Exit after save
Save and continue
Quit without saving
Print after save
cing PagePerfect
Until now, it might have taken a team of specialists many hours to produce a complete document like the one you're working on now.
In the past, if you wanted to create a page like this, you'd have to write the words, get them typeset, correct the proofs, have the corrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.
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And do it all easily, quickly, and less expensively, because with PagePerfect, the promise of desktop publishing is realized.

- **Press Enter to select EXIT AFTER SAVE.**

  PagePerfect saves the document and returns to the start-up screen.

You've just learned how to enter, edit, and change the look of text in a PagePerfect document. In the next lesson, you'll learn how to change the page layout.

LESSON

2

Working with a Page Layout

In this lesson, you'll learn how to:

- Create a picture block (a place for a picture).
- Create a gutter (a space between two text blocks, which effectively makes two text blocks out of one).
- Delete a gutter (which combines two text blocks into one).

Note *You should have already completed Lesson 1 before starting this lesson. If you have not, turn to Lesson 1 and complete the steps before continuing here.*

You'll be changing a document that is called SAMPLE2 and is stored in the DOCUMENT directory. Begin by displaying the document, just as you did in Lesson 1:

- **Press the F8 function key to select the Change command.**
- **Press Enter to select DOCUMENT....**
- **Press the down-arrow key to highlight SAMPLE2, then press Enter.**

PagePerfect displays the upper-left corner of page 1.

SCROLLING THE PAGE

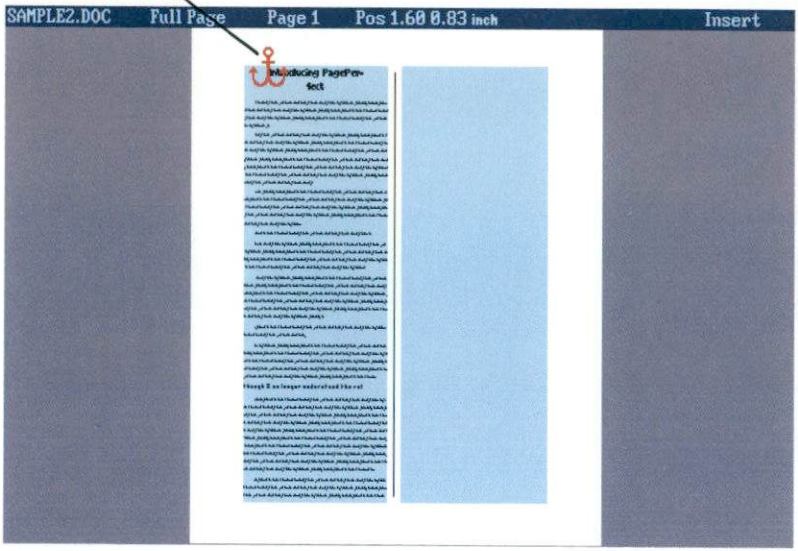
To make it easy to see where you're creating the picture block, switch to a full-page view, then use the Scroll Lock key to move the page downward on the screen.

- **Press F6 to select the View command.**
- **Type *1* to select FULL PAGE.**

  Use the number key at the top of your keyboard, not the number key at the right. PagePerfect displays the entire page on your screen.

- **Press the Scroll Lock key to switch Scroll Lock on.**

The cursor changes into an anchor, signifying that Scroll Lock is on.



- **Press the down-arrow key twice.**

  The page moves down on the screen.

- **Press the Scroll Lock key to switch Scroll Lock off.**

  The anchor changes back into a cursor.

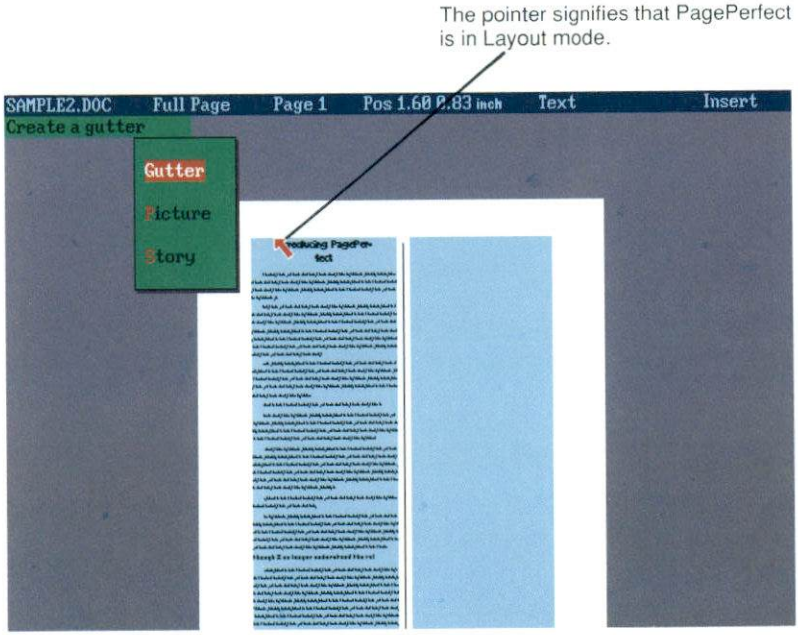
CREATING A PICTURE BLOCK

You do all layout and picture operations in **Layout mode**.

- **Press the Num Lock key to switch to Layout mode.**

  The cursor changes into a pointer.

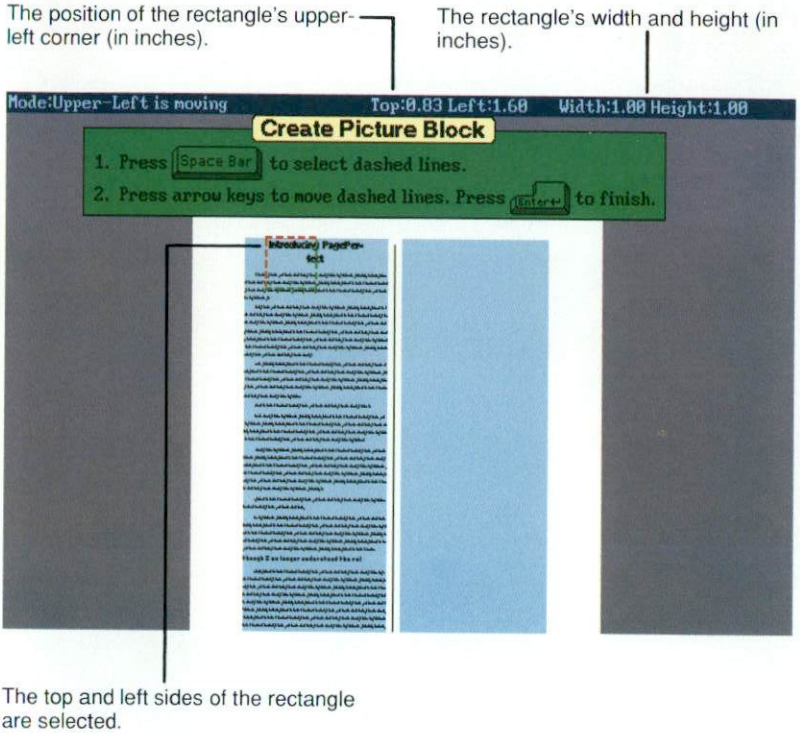
- **Press F10 to select the Create command.**



- **Type *P* to select PICTURE.**

  A dashed rectangle appears in place of the pointer so that you can size and position the picture block.

You'll create the picture block at the top of the page. Although there is text there now, PagePerfect will move the text down when you finish creating the picture block.


The position of the rectangle's upper-left corner (in inches).
The rectangle's width and height (in inches).
Mode:Upper-Left is moving
Top:0.83 Left:1.60
Width:1.00 Height:1.00
Create Picture Block
1. Press Space Bar to select dashed lines.
2. Press arrow keys to move dashed lines. Press Enter to finish.
The top and left sides of the rectangle are selected.

- **Press the up-arrow key.**

  PagePerfect aligns the top side of the rectangle with the top side of the text block, sounding a click to indicate that they are aligned.

- **Press the left-arrow key six times to move the left side of the rectangle to the left margin.**

  PagePerfect sounds a click when the left side of the rectangle is aligned with the left side of the column.

Now you'll move the opposite sides of the rectangle.

- **Press the space bar once to select the opposite sides of the rectangle.**

You can move the rectangle sides in larger or smaller increments by holding down the Shift or Alt key while you press an arrow key.

- **Hold down the Shift key and press the right-arrow key seven times to move the right side of the rectangle to the right margin.**

  PagePerfect sounds a click each time the side of the rectangle comes into alignment with the side of a text block.

- **Hold down the Shift key and press the down-arrow key.**

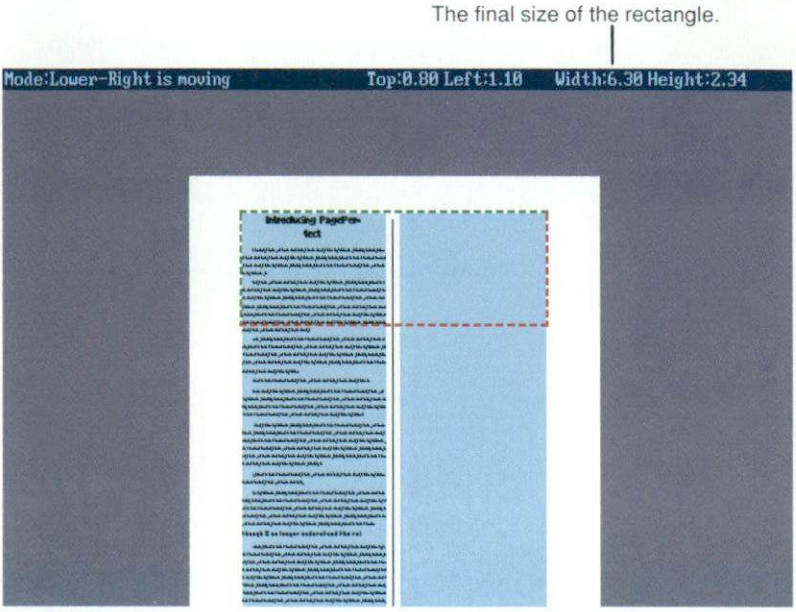
  The status line shows that the rectangle's height is now 2.03 inches. The rectangle's side moves 1.00 inch each time you press an arrow key while holding down the Shift key.

- **Release the Shift key and press the down-arrow key three times.**

  The rectangle's side moves 0.1 inch each time you press an arrow key alone.

- **Hold down the Alt key and press the down-arrow key once more.**

  The rectangle's side moves 0.01 inch each time you press an arrow key while holding down the Alt key.



- **Press Enter to create a picture block in the place marked by the rectangle.**

  PagePerfect asks whether you want to create a caption block (a place for a caption) beneath the picture block.

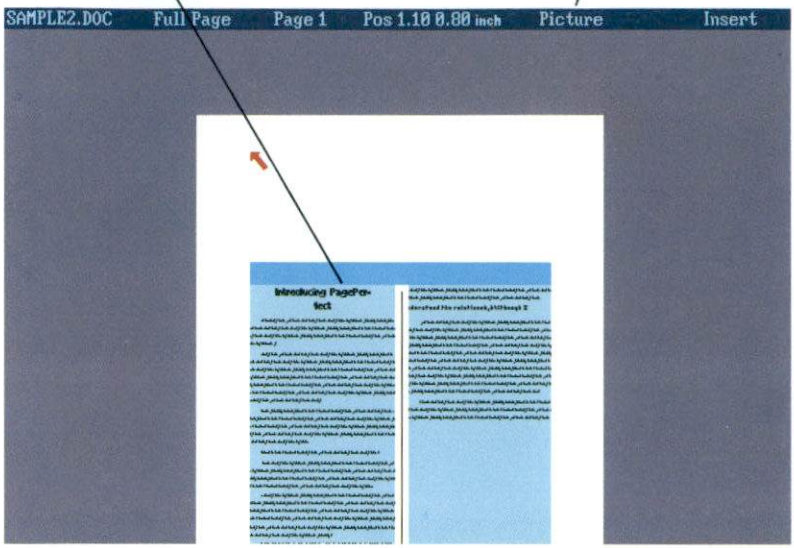
- **Type *Y* to create a place for a caption.**

  PagePerfect asks whether you want to insert a picture into the new picture block now.

- **Type *N* to tell PagePerfect not to insert a picture into the block right now.**

The caption block appears slightly darker than the text block.

The status line shows that the pointer is now in the picture block.



CREATING A GUTTER

There are now two columns of text beneath the picture block. To enable the title to extend over both text columns, you'll need to make a new text block that goes from the left margin to the right margin.

The first step in making this text block is to create a horizontal gutter through the existing text blocks.

- **Press the down-arrow key four times.**

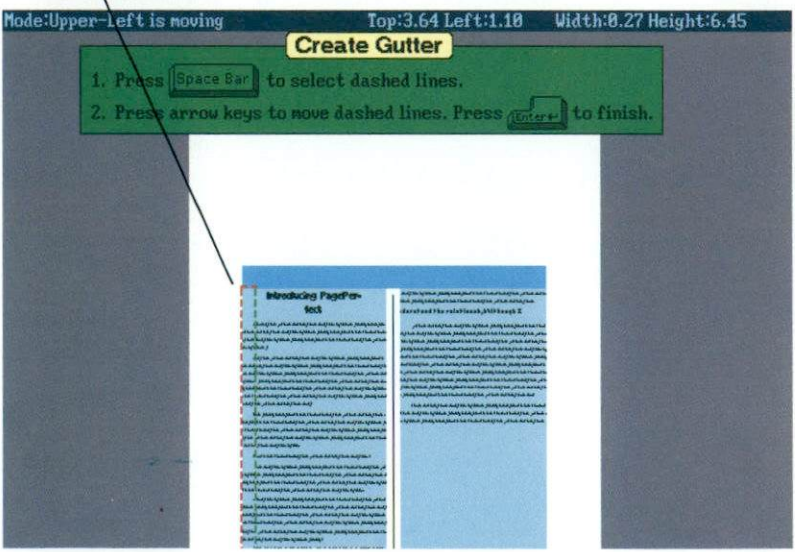
  The pointer moves into the text block.

- **Press F10 to select the Create command.**

- **Press Enter to select GUTTER.**

A dashed rectangle appears in place of the pointer so that you can size and position the gutter. You'll use the same techniques you used to create the picture block.

The top and left sides of the rectangle are selected.


Mode:Upper-Left is moving
Top:3.64 Left:1.10
Width:8.27 Height:6.45
Create Gutter
1. Press Space Bar to select dashed lines.
2. Press arrow keys to move dashed lines. Press Enter to finish.

- **Press the down-arrow key three times to move the top side of the rectangle down.**

- **Hold down the Alt key and press the up-arrow key twice.**

  The status line shows that the top of the rectangle is 3.92 inches from the top of the page.

- **Press the space bar once to select the opposite sides of the rectangle.**

- **Hold down the Shift key and press the up-arrow key six times to move the bottom side of the rectangle up.**

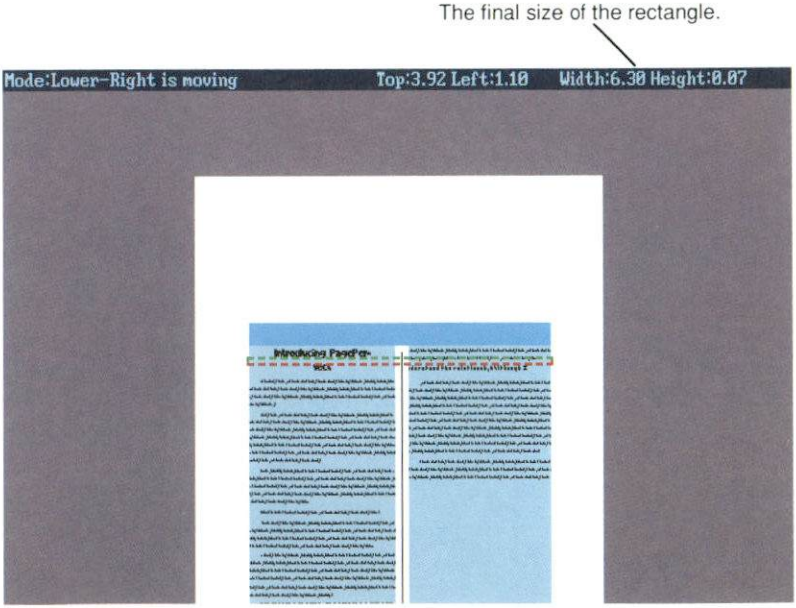
  The status line shows that the height of the rectangle is now 0.17 inches.

- **Release the Shift key and press the up-arrow key once more.**

  The status line shows that the height of the rectangle is now 0.07 inches.

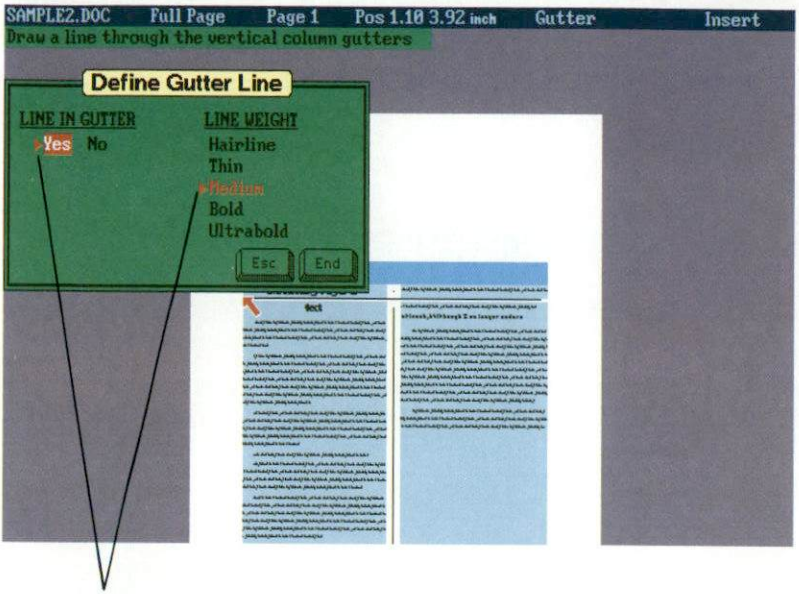
- **Hold down the Shift key and press the right-arrow key eight times to move the right side of the rectangle to the right margin.**

  PagePerfect sounds a click each time the side of the rectangle comes into alignment with the side of a text block.



- **Press Enter to create a gutter in the place marked by the rectangle.**

  PagePerfect asks you whether you want a line in the gutter.



The pointers indicate what's currently selected.

Unless you select otherwise, PagePerfect will draw a line in the gutter, and the gutter line will have a MEDIUM line weight. For this gutter, select the THIN line weight:

- **Press the right-arrow key twice to move the highlight under LINE WEIGHT.**
- **Press the down-arrow key to highlight THIN, then press Enter.**
- **Press End to complete the gutter creation.**

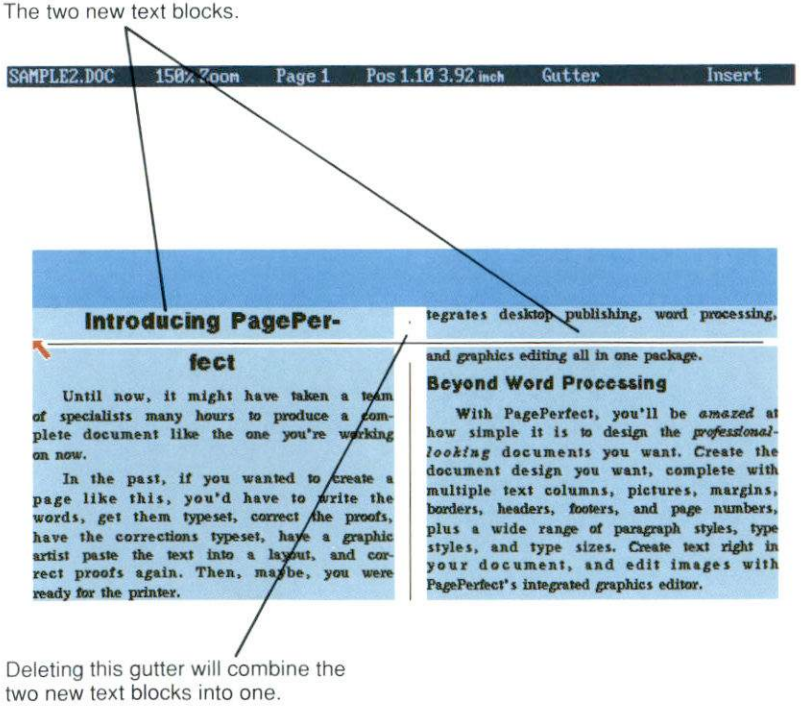
DELETING A GUTTER

You can see the title beginning in the new text block above the gutter you just created—but the title doesn't extend above the second text column, as it should. That's because creating the horizontal gutter resulted in *two* new text blocks above it—one on each side of the original vertical gutter. To get a single text block over the two text columns, you now need to combine the two new text blocks into one by deleting the gutter between them.

To make it easier to move the pointer into the gutter you'll be deleting, enlarge the page by changing the zoom.

- **Press F6 to select the View command.**
- **Type 5 to select 150%.**

  Use the number key at the top of the keyboard, not the number key at the right of the keyboard.


The two new text blocks.
SAMPLE2.DOC 150% Zoom Page 1 Pos 1.10 3.92 inch Gutter Insert
Introducing PagePer-
fect
Until now, it might have taken a team of specialists many hours to produce a complete document like the one you're working on now.
In the past, if you wanted to create a page like this, you'd have to write the words, get them typeset, correct the proofs, have the corrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.
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Deleting this gutter will combine the two new text blocks into one.

Now, move the pointer into the gutter:

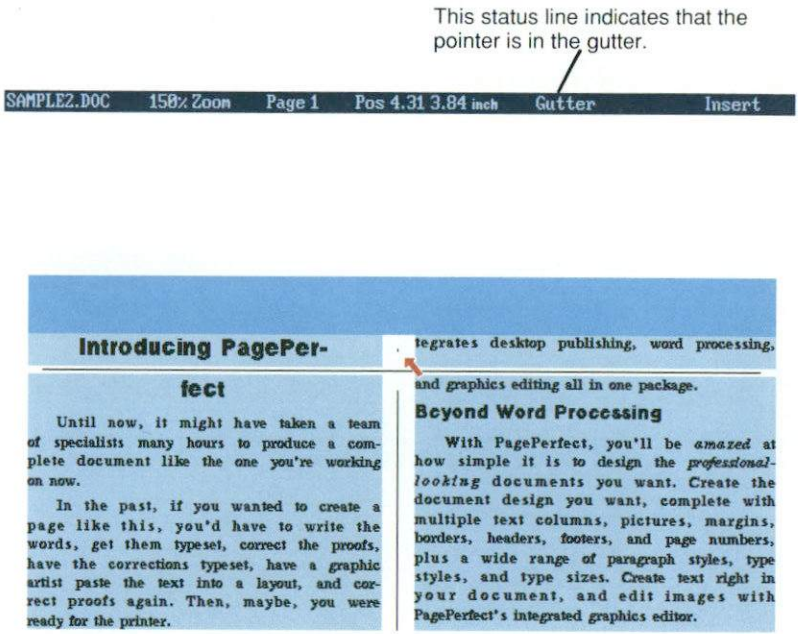
- **Hold down the Alt key and press the up-arrow key twice.**

  The status line shows that the position of the pointer is now 1.10 inches from the left of the page and 3.84 inches from the top.

- **Hold down the Shift key and press the right-arrow key twice.**

  The pointer is now 4.43 inches from the left of the page.

- **Hold down the Alt key and press the left-arrow key twice.**


This status line indicates that the pointer is in the gutter.
SAMPLE2.DOC 150% Zoom Page 1 Pos 4.31 3.84 inch Gutter Insert
Introducing PagePer-
fect
Until now, it might have taken a team of specialists many hours to produce a complete document like the one you're working on now.
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- **Press the Del key to delete the gutter.**

PagePerfect deletes the gutter. The two text blocks above the horizontal gutter become one, and the title extends across the two text columns below.

SAVING AND CONTINUING

You could now change the paragraph style for the title and the heading, just as you did in Lesson 1. For this tutorial, just save the document, but do not exit, since you'll be using this document in the next lesson.

- **Press F5 to select the Exit command.**
- **Type *S* to select SAVE AND CONTINUE.**

  PagePerfect saves the document.

Tip! *It's a good idea to save your work periodically.*

You've just learned how to create a page layout that has a place for a picture and a place for a title. In the next lesson, you'll learn how to work with pictures in the document.

LESSON

3

Working with a Picture

In this lesson, you'll learn how to:

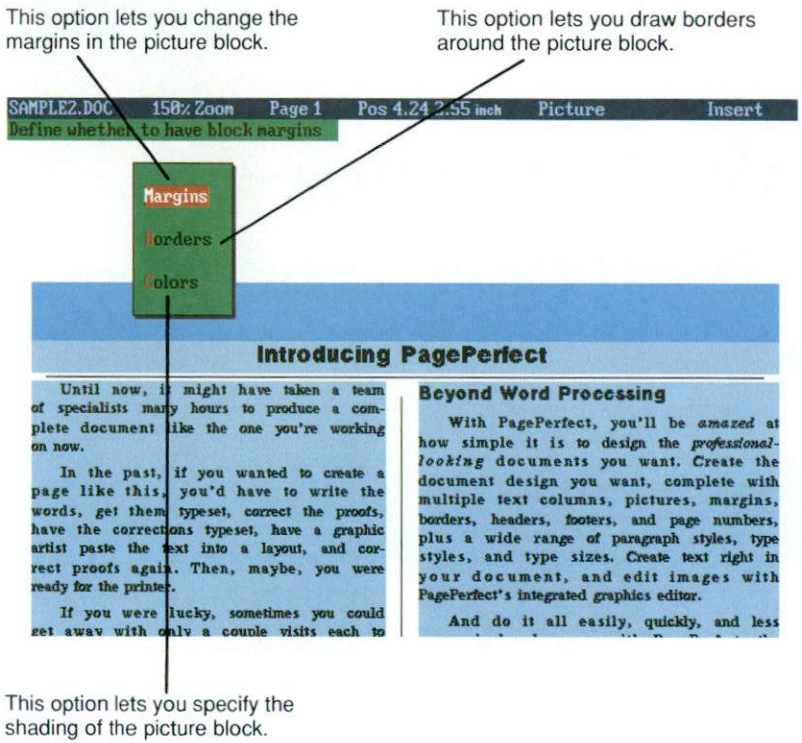
- Draw borders around a picture block.
- Insert a picture from a file.
- Move a picture.
- Change a picture's size.

Note *You should have already completed Lessons 1 and 2 before starting this lesson. If you have not, follow the steps in those lessons before continuing here.*

DRAWING BORDERS AROUND A PICTURE

You can use the Style command to draw borders around the picture block you created in Lesson 2.

- **Press the up-arrow key until the pointer is in the picture block.**
- **Press F9 to select the Style command.**


This option lets you change the margins in the picture block.
This option lets you draw borders around the picture block.
SAMPLE2.DOC 150% Zoom Page 1 Pos 4.24 2.55 inch Picture Insert
Define whether to have block margins
Margins
Borders
Colors
Introducing PagePerfect
Until now, it might have taken a team of specialists many hours to produce a complete document like the one you're working on now.
In the past, if you wanted to create a page like this, you'd have to write the words, get them typeset, correct the proofs, have the corrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.
If you were lucky, sometimes you could
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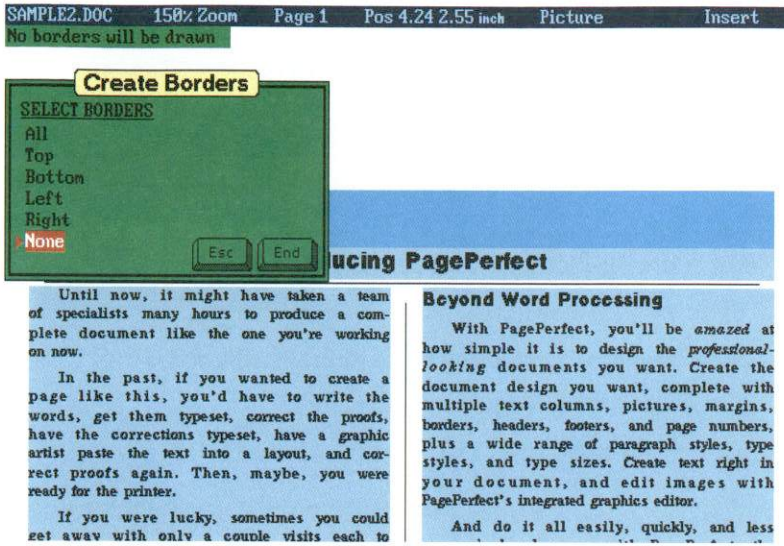
And do it all easily, quickly, and less
This option lets you specify the shading of the picture block.

- **Type *B* to select BORDERS.**


SAMPLE2.DOC 150% Zoom Page 1 Pos 4.24 2.55 inch Picture Insert
No borders will be drawn
Create Borders
SELECT BORDERS
All
Top
Bottom
Left
Right
None
Esc
End
ucing PagePerfect
Until now, it might have taken a team of specialists many hours to produce a complete document like the one you're working on now.
In the past, if you wanted to create a page like this, you'd have to write the words, get them typeset, correct the proofs, have the corrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.
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And do it all easily, quickly, and less

- **Press the up-arrow key five times to highlight ALL, then press Enter.**
- **Press the up-arrow key to highlight THIN, then press Enter.**
- **Press End to complete the border specifications.**

  PagePerfect draws borders around the picture block.

INSERTING A PICTURE FROM A FILE

You'll now insert a picture into the picture block. Begin by moving the page down on the screen so you can see the entire picture block.

- **Press the Scroll Lock key to switch Scroll Lock on.**

  The cursor changes into an anchor, signifying that Scroll Lock is on.

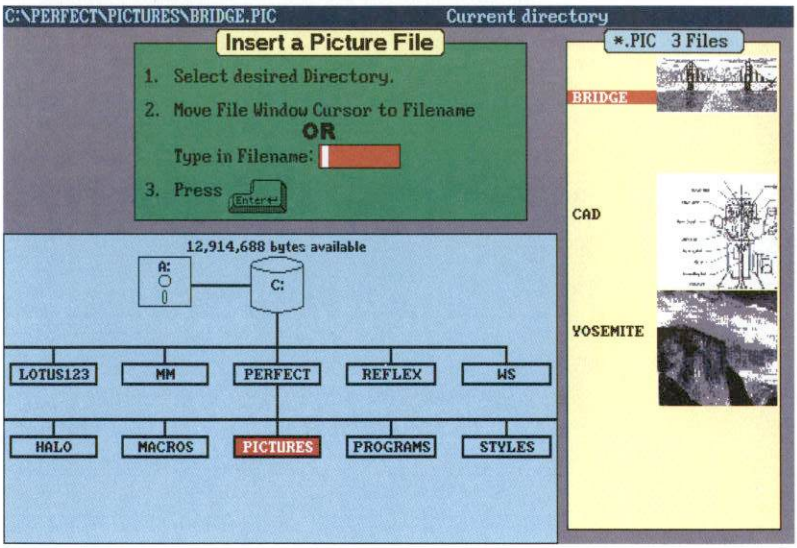
- **Press the down-arrow key five times.**

  The picture block is now centered on the screen.

- **Press the Scroll Lock key to switch Scroll Lock off.**

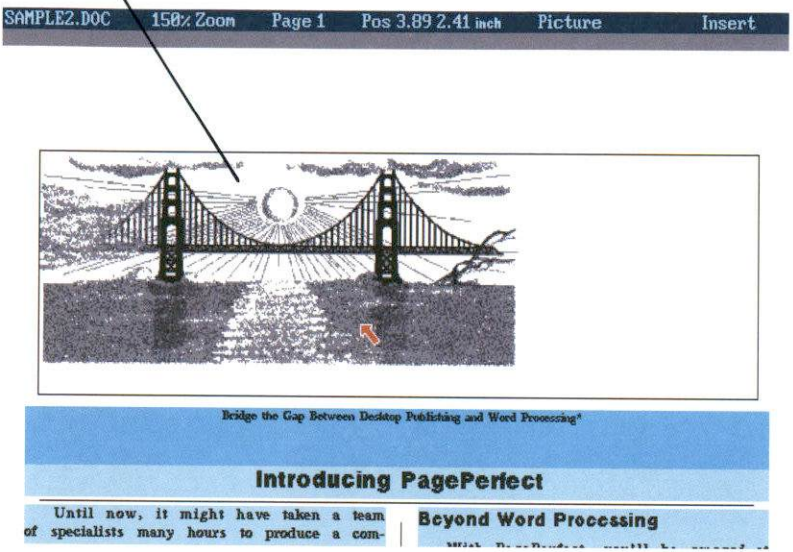
  The anchor changes back into a cursor.

- **Press Shift-F3 to select the File command.**



- **Press the down-arrow key, if necessary, until BRIDGE is highlighted, then press Enter.**

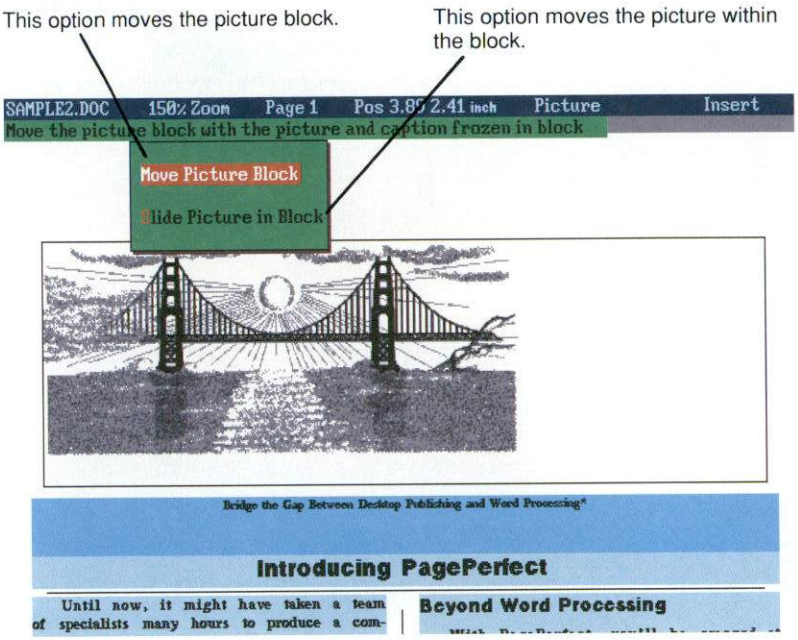
PagePerfect inserts the picture in the picture block.


SAMPLE2.DOC 150% Zoom Page 1 Pos 3.89 2.41 inch Picture Insert
Bridge the Gap Between Desktop Publishing and Word Processing*
Introducing PagePerfect
Until now, it might have taken a team of specialists many hours to produce a com-
Beyond Word Processing

MOVING A PICTURE

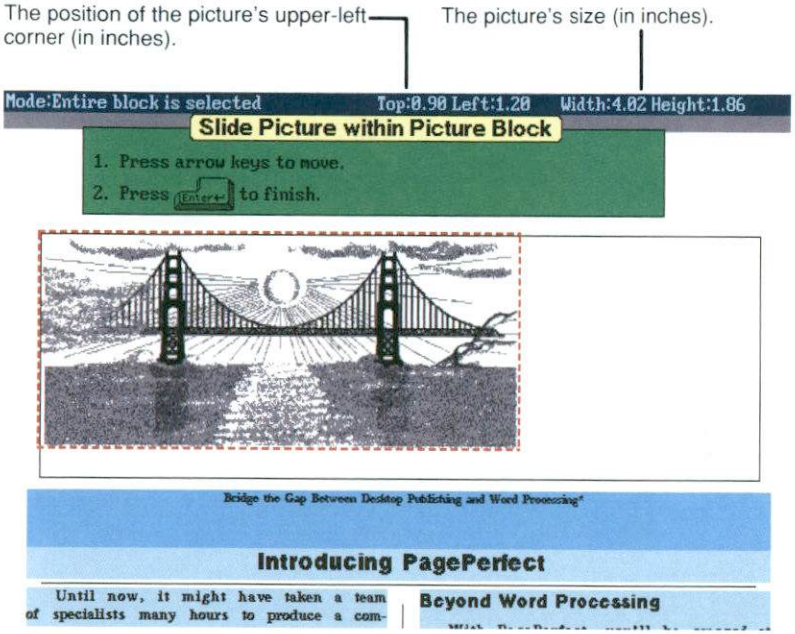
PagePerfect placed the picture in the upper-left corner of the picture block. You can center the picture in the block using the Move command.

- **Press Shift-F4 to select the Move command.**


This option moves the picture block.
This option moves the picture within the block.
SAMPLE2.DOC 150% Zoom Page 1 Pos 3.89 2.41 inch Picture Insert
Move the picture block with the picture and caption frozen in block
Move Picture Block
Slide Picture in Block
Bridge the Gap Between Desktop Publishing and Word Processing*
Introducing PagePerfect
Until now, it might have taken a team of specialists many hours to produce a com-
Beyond Word Processing

- **Type *S* to select SLIDE IMAGE IN BLOCK.**

  A dashed rectangle appears around the picture so that you can move it.

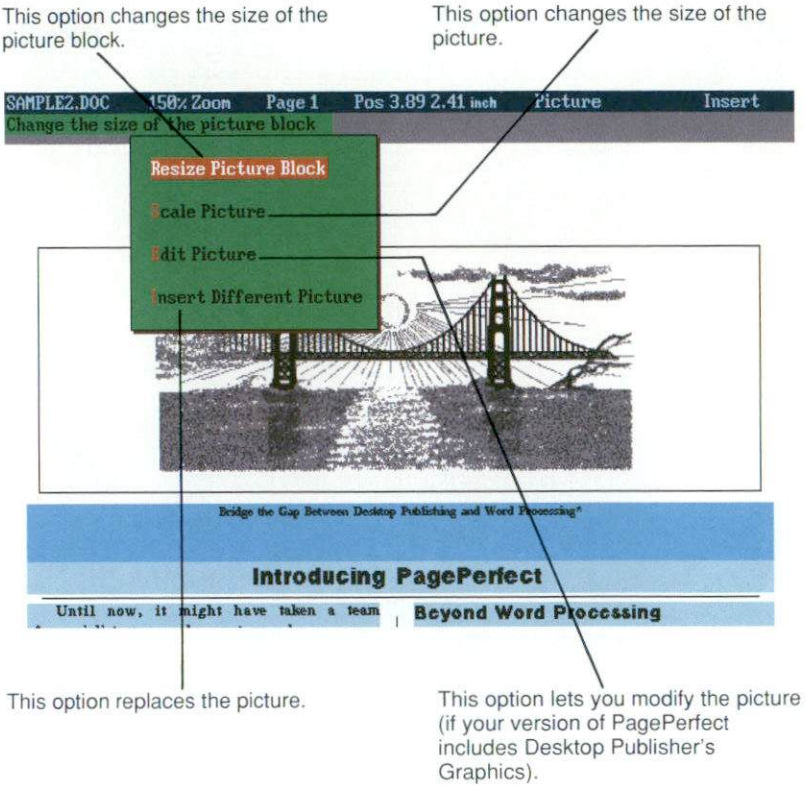

The position of the picture's upper-left corner (in inches).
The picture's size (in inches).
Mode:Entire block is selected
Top:0.90 Left:1.20
Width:4.02 Height:1.86
Slide Picture within Picture Block
1. Press arrow keys to move.
2. Press Enter to finish.
Bridge the Gap Between Desktop Publishing and Word Processing*
Introducing PagePerfect
Until now, it might have taken a team of specialists many hours to produce a com-
Beyond Word Processing

- **Press the down-arrow key to center the picture vertically.**
- **Hold down the Shift key and press the right arrow key to center the picture horizontally.**
- **Press Enter to complete the move.**

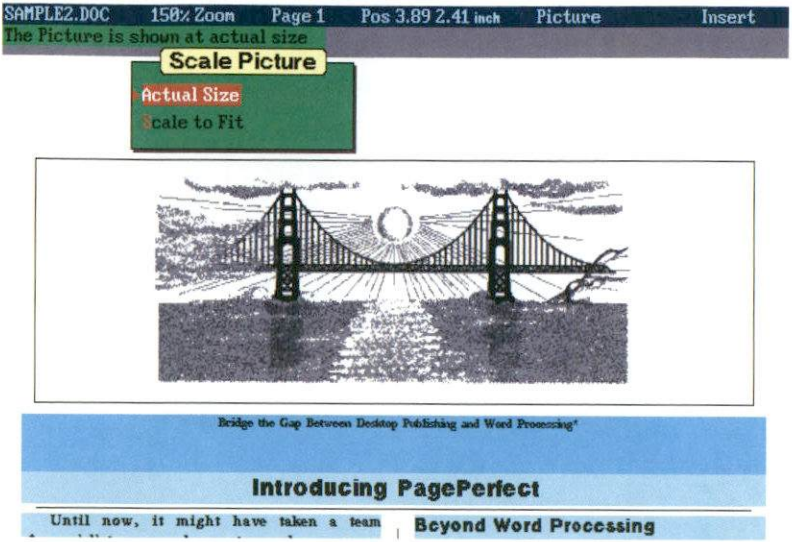
CHANGING A PICTURE'S SIZE

PagePerfect lets you scale the picture (change its size) to fit the picture block.

- **Press F8 to select the Change command.**


This option changes the size of the picture block.
This option changes the size of the picture.
SAMPLE2.DOC 150% Zoom Page 1 Pos 3.89 2.41 inch Picture Insert
Change the size of the picture block
Resize Picture Block
Scale Picture
Edit Picture
Insert Different Picture
Introducing PagePerfect
Beyond Word Processing
This option replaces the picture.
This option lets you modify the picture (if your version of PagePerfect includes Desktop Publisher's Graphics).

- **Press *S* to select SCALE PICTURE.**


SAMPLE2.DOC 150% Zoom Page 1 Pos 3.89 2.41 inch Picture Insert
The Picture is shown at actual size
Scale Picture
Actual Size
Scale to Fit
Bridge the Gap Between Desktop Publishing and Word Processing*
Introducing PagePerfect
Until now, it might have taken a team
Beyond Word Processing

- **Type *S* to select SCALE TO FIT.**

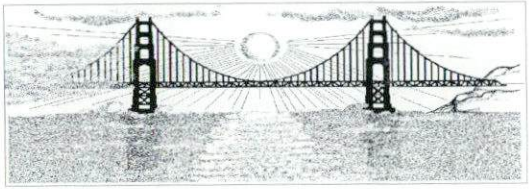
PagePerfect changes the picture's size to match the size of the picture block.

SAVING AND EXITING

Before exiting the document, print it to see how it looks.

- **Press the PrtSc/* key at the right of the keyboard to select the Print command.**
- **Press Enter to select CURRENT PAGE.**

Your printed document should look like this:



Bridge the Gap Between Desktop Publishing and Word Processing

Introducing PagePerfect

Until now, it might have taken a team of specialists many hours to produce a complete document like the one you're working on now.

In the past, if you wanted to create a page like this, you'd have to write the words, get them typeset, correct the proofs, have the corrections typeset, have a graphic artist paste the text into a layout, and correct proofs again. Then, maybe, you were ready for the printer.

If you were lucky, sometimes you could get away with only a couple visits each to the typesetter and the graphic artist. And if you weren't lucky, or there were last-minute changes, well ....

First-Generation Desktop Publishing

Then along came desktop publishing. And a lot of people got very excited when the first IBM-compatible desktop publishing software hit the market in late 1986.

But a funny thing happened. People began to notice that this first generation of desktop publishing software was expensive, difficult to learn and use, and just plain didn't do a lot of things, like word processing and graphics editing.

PagePerfect: the Promise of Desktop Publishing Realized

Now, PagePerfect has arrived. And suddenly PC desktop publishing is a lot simpler and less expensive, because PagePerfect integrates desktop publishing, word processing, and graphics editing all in one package.

Beyond Word Processing

With PagePerfect, you'll be *amazed* at how simple it is to design the *professional-looking* documents you want. Create the document design you want, complete with multiple text columns, pictures, margins, borders, headers, footers, and page numbers, plus a wide range of paragraph styles, type styles, and type sizes. Create text right in your document, and edit images with PagePerfect's integrated graphics editor.

And do it all easily, quickly, and less expensively, because with PagePerfect, the promise of desktop publishing is realized.

- **Press F5 to select the Exit command.**
- **Press Enter to select EXIT AFTER SAVE.**

In a few moments, PagePerfect displays the start-up screen.

You've just learned the basics of working with pictures. In the next lesson, you'll learn about working with a stylesheet.

LESSON

Working with a Stylesheet

A stylesheet contains a complete set of specifications that determine the look of a document. In this lesson, you'll learn how to:

- Begin changing page layouts.
- Change the page margins.
- Change the number of columns.
- Begin changing paragraph styles.
- Change the paragraph format.
- Change the text style.

Note *You should have already completed Lessons 1 through 3 before starting this lesson. If you have not, follow the steps in those lessons before continuing here.*

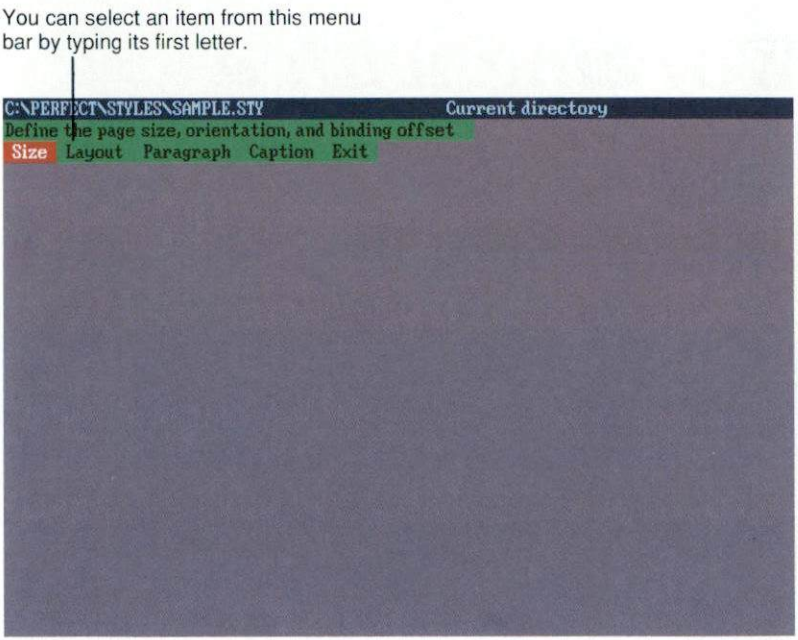
DISPLAYING THE STYLESHEET MENU BAR

From the start-up screen:

- **Press F8 to select the Change command.**
- **Type *S* to select STYLESHEET.**

  The list box shows the stylesheets you can select.
- **Press the down-arrow key until SAMPLE is highlighted, then press Enter.**

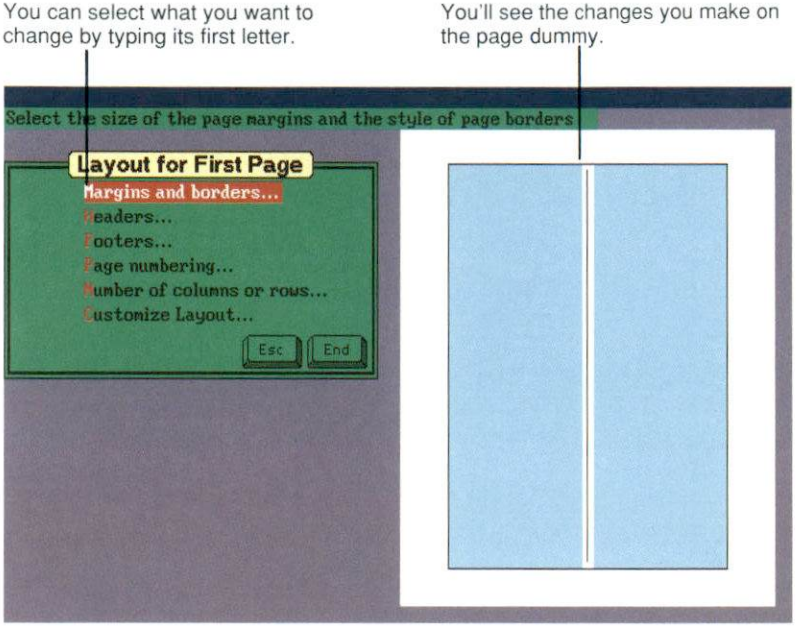
PagePerfect displays the **stylesheet menu bar**.


You can select an item from this menu bar by typing its first letter.
C:\PERFECT\STYLES\SAMPLE.STY
Current directory
Define the page size, orientation, and binding offset
Size Layout Paragraph Caption Exit

CHANGING A LAYOUT

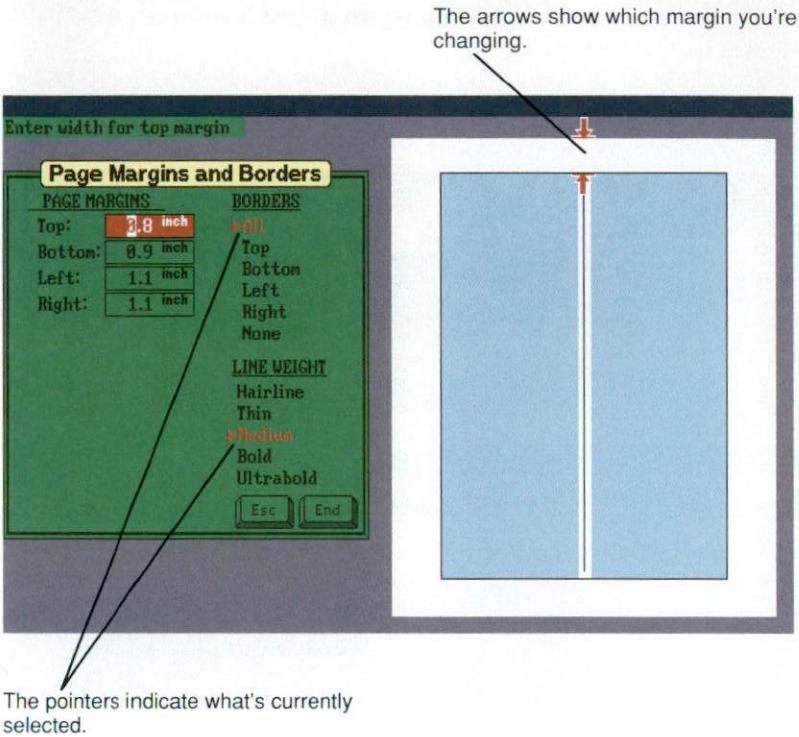
- **Type *L* to select LAYOUT.**

PagePerfect displays a **page dummy** (a representation of a blank page).


You can select what you want to change by typing its first letter.
You'll see the changes you make on the page dummy.
Select the size of the page margins and the style of page borders
Layout for First Page
Margins and borders...
Headers...
Footers...
Page numbering...
Number of columns or rows...
Customize Layout...
Esc
End

CHANGING THE MARGINS

- **Press Enter to select MARGINS AND BORDERS....**



- **Type *1.25* in the first data-entry box, then press Enter.**

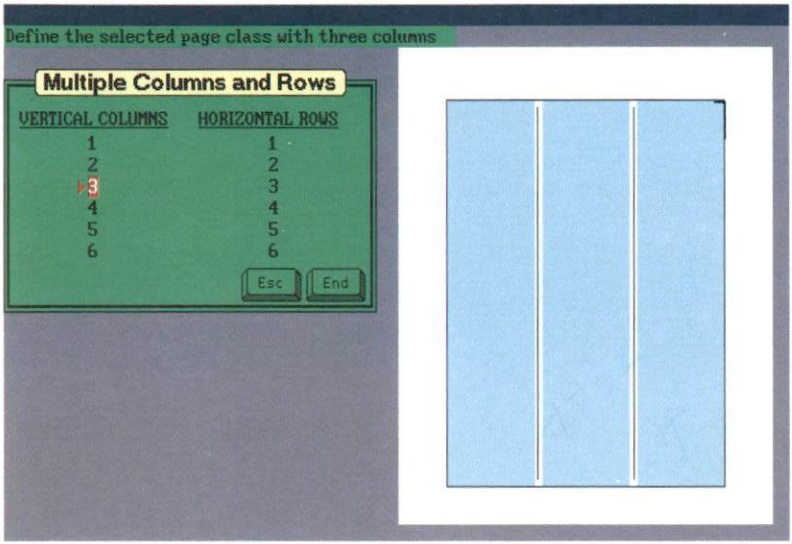
  Notice that the top margin on the page dummy increases—the page dummy always shows changes as you make them.

- **Press End.**

CHANGING THE NUMBER OF COLUMNS

- **Type *N* to select NUMBER OF COLUMNS OR ROWS....**
- **Press the down-arrow key to highlight 3 under VERTICAL COLUMNS, then press Enter.**

  The page dummy changes to show the number of columns you've selected.



- **Press End.**

  PagePerfect displays another control box so that you could change the gutter size (the size of the space between adjacent text columns) or the the gutter lines.

- **Press End to accept the options currently in effect.**

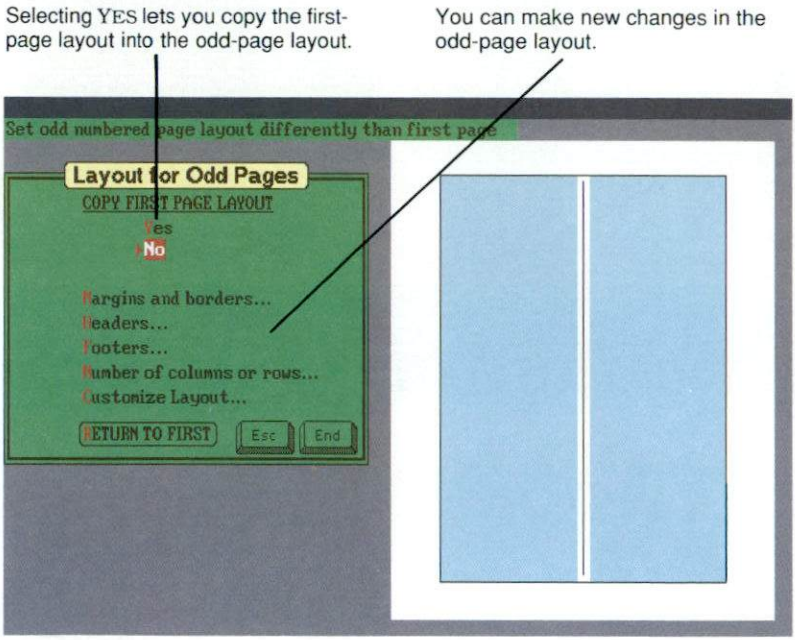
CHANGING THE OTHER LAYOUTS

Notice that the title above the control box says "Layout for First Page." Each stylesheet includes three layouts—one for the first page, one for the remaining odd-numbered pages, and one for the even-numbered pages. The specifications you've just changed will apply only to the first page in each document for which you use this stylesheet.

To change the odd-page layout:

- **Press End.**

  PagePerfect displays a control box that lets you change the odd-page layout.



- **Press *Y* to copy the first-page layout into the odd-page layout.**

  The page dummy changes to show three columns in the odd-page layout, just as in the first-page layout. Whenever you get to an odd-numbered page in a document that uses this stylesheet, it will appear with three columns.

To change the even-page layout:

- **Press End.**

  PagePerfect displays a control box that lets you change the even-page layout.

- **Press *Y* to copy the odd-page layout into the even-page layout.**

  The page dummy changes to show three columns in the even-page layout, just as in the first-page and odd-page layouts. Whenever you get to an even-numbered page in a document that uses this stylesheet, it will appear with three columns.

- **Press End to complete the layout changes.**

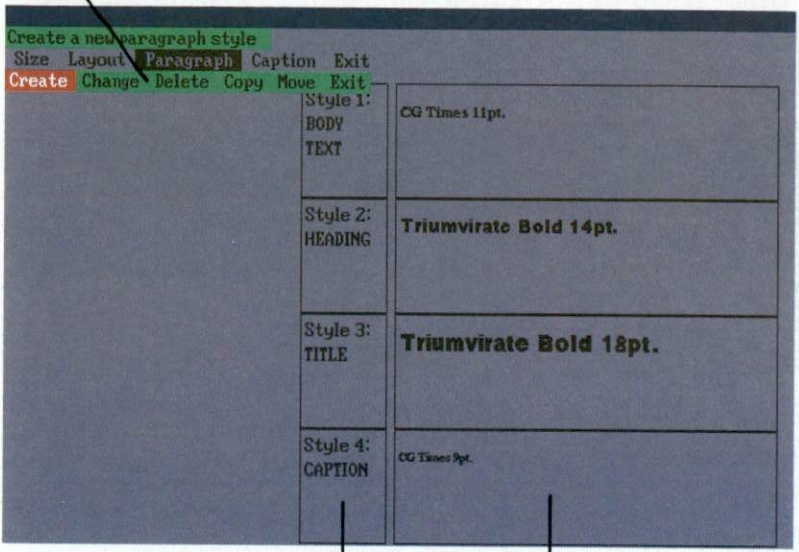
  PagePerfect returns you to the stylesheet menu bar.

CHANGING PARAGRAPH STYLES

- **Type *P* to select PARAGRAPH.**

  PagePerfect displays the **paragraph-style menu bar**.

You can select an item from this menu bar by pressing the appropriate function key.



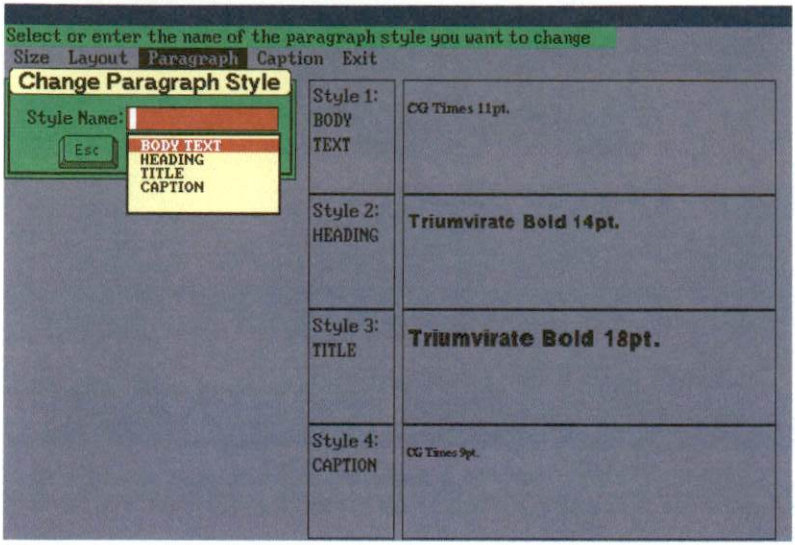
The numbers and names of the paragraph styles.

The typeface and size for paragraphs that use these styles.

CHANGING THE PARAGRAPH FORMAT

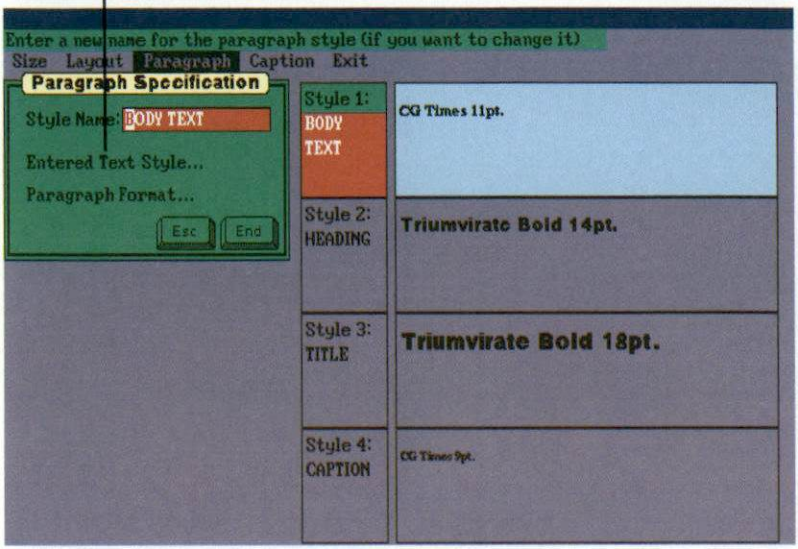
- **Press F8 to select the Change command.**

  You could also select CHANGE by pressing the right-arrow key to highlight it, then pressing Enter.

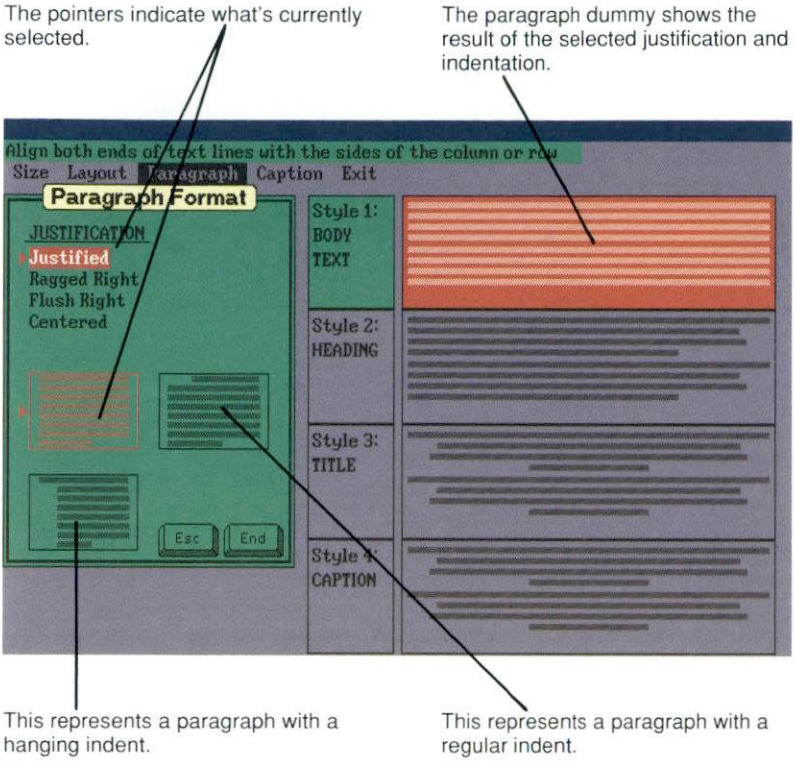


■ **Press Enter to select BODY TEXT.**

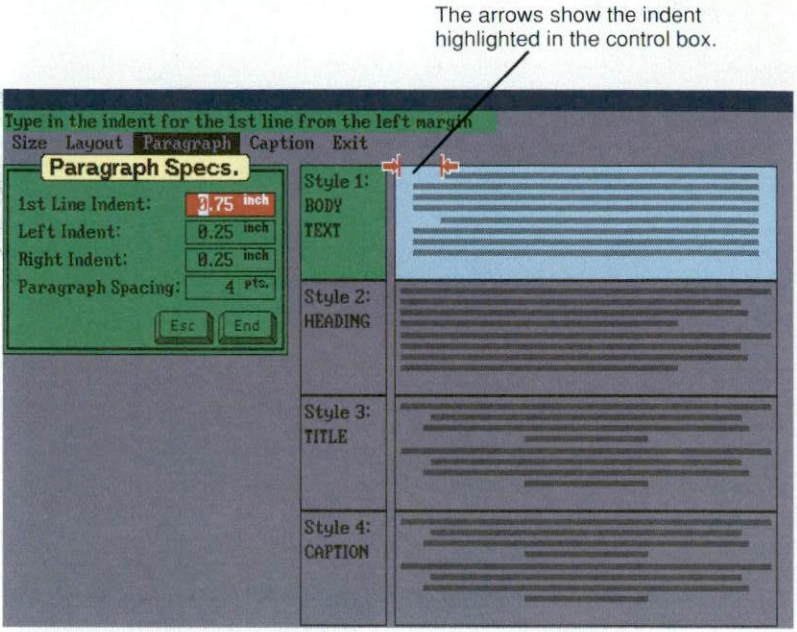
You can select what you want to change by highlighting it, then pressing Enter.



- **Press the down-arrow key twice to highlight PARAGRAPH FORMAT..., then press Enter.**


The pointers indicate what's currently selected.
The paragraph dummy shows the result of the selected justification and indentation.
Align both ends of text lines with the sides of the column or row
Size Layout Paragraph Caption Exit
Paragraph Format
JUSTIFICATION
Justified
Ragged Right
Flush Right
Centered
Esc
End
Style 1: BODY TEXT
Style 2: HEADING
Style 3: TITLE
Style 4: CAPTION
This represents a paragraph with a hanging indent.
This represents a paragraph with a regular indent.

- **Press the right-arrow key to highlight the paragraph symbol representing a regular indent, then press Enter.**
- **Press End to continue.**


The arrows show the indent highlighted in the control box.
Type in the indent for the 1st line from the left margin
Size Layout Paragraph Caption Exit
Paragraph Specs.
1st Line Indent: .75 inch
Left Indent: 0.25 inch
Right Indent: 0.25 inch
Paragraph Spacing: 4 pts.
Esc End
Style 1: BODY TEXT
Style 2: HEADING
Style 3: TITLE
Style 4: CAPTION

- **Type *.5*, then press Enter.**

  Notice that the paragraph dummy changes to reflect the indent you've specified.

- **Press the down-arrow key to highlight the data-entry box next to LEFT INDENT.**
- **Type *0*, then press Enter.**
- **Press the down-arrow key again to highlight the data-entry box next to RIGHT INDENT.**
- **Type *0*, then press Enter.**
- **Press End to complete the paragraph format specifications.**
- **Press End again to return to the paragraph-style menu bar.**

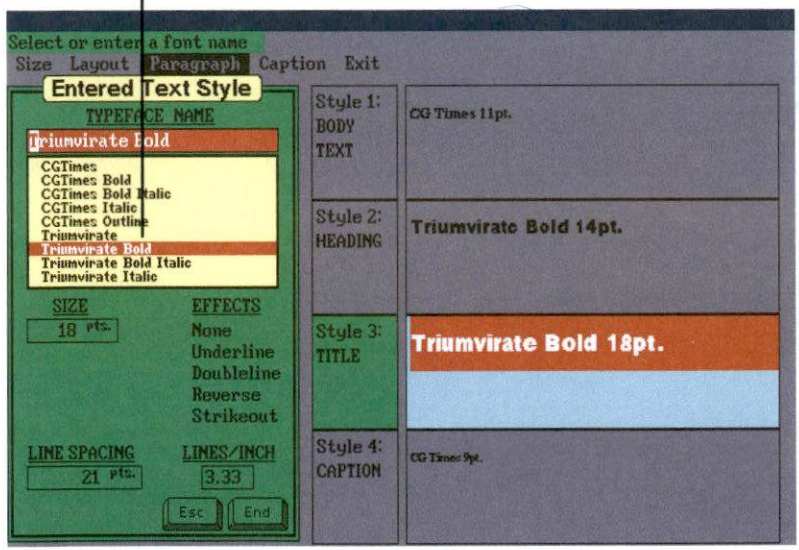
CHANGING THE TEXT STYLE

- **Press F8 to select the Change command.**
- **Type *T* to select TITLE.**

  When selecting a name from a list box, you generally don't need to type the entire name. PagePerfect selected TITLE because it was the only style name beginning with the letter you typed.

- **Press the down-arrow key to highlight ENTERED TEXT STYLE..., then press Enter.**

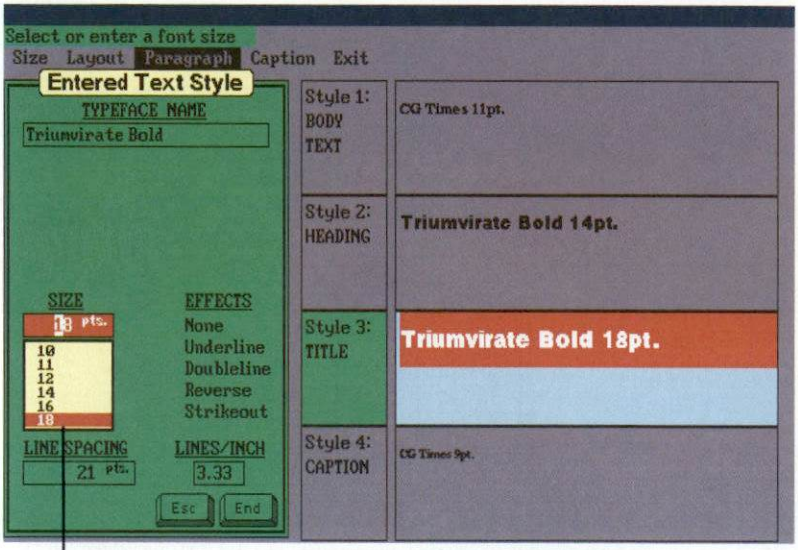
The typeface currently used for this style is highlighted.



Leave the typeface unchanged, but change the type size:

- **Hold down the Shift key and press the down-arrow key to highlight the data-entry box under SIZE.**

  Note that to move *down* from the list box, you need to hold down the Shift key while you press the down-arrow key. If you wanted to select an option under EFFECTS, however, you could press the right-arrow key without holding down the Shift key.



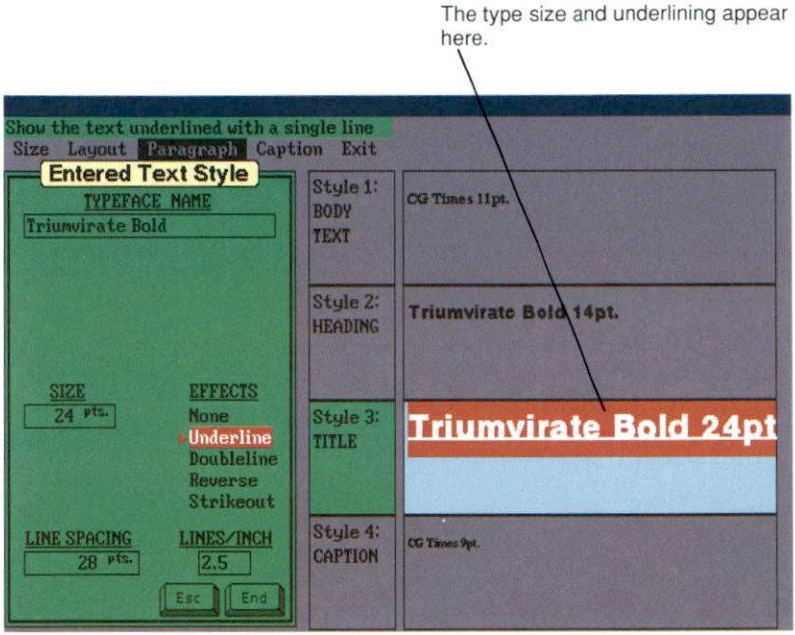
The type size currently used for this style is highlighted.

- **Type *24*.**

  PagePerfect enters 24 PTS. under SIZE.

To underline text in paragraphs using this style:

- **Press the right-arrow key to move the highlight under EFFECTS.**
- **Press the down-arrow key to highlight UNDERLINE, then press Enter.**



You're done changing the paragraph styles, so:

- **Press End three times to return to the paragraph-style menu bar.**
- **Press F5 to select the Exit command, returning you to the stylesheet menu bar.**

EXITING THE STYLESHEET

To return to the start-up screen:

- **Press F5 to select the Exit command.**

EXITING PAGEPERFECT

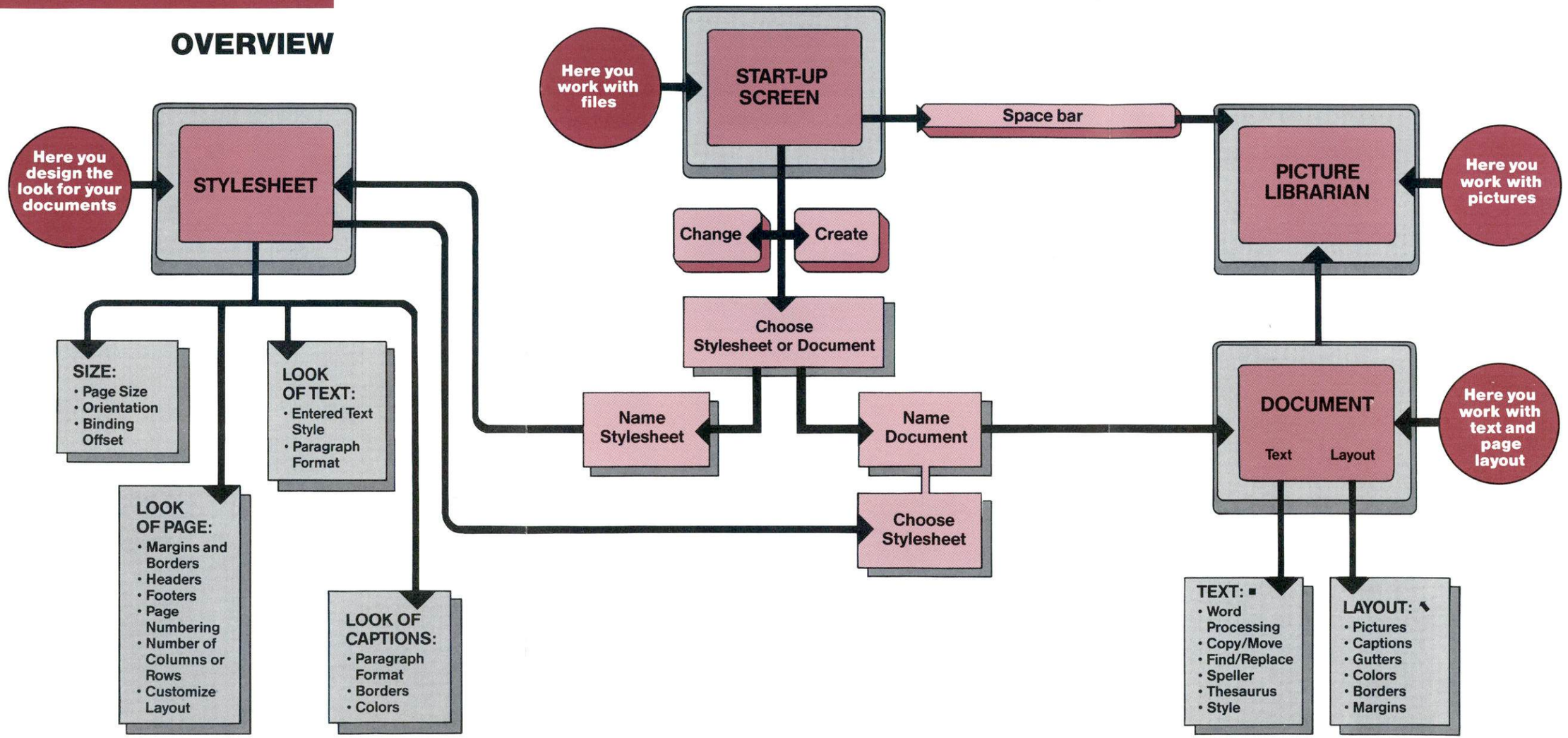
To return to DOS:

- **Press F5 to select the Exit command.**

Congratulations—you're finished learning the basics of PagePerfect! You'll find many more features of PagePerfect described in the *Reference Guide.*

PagePerfect™
By IMSI

OVERVIEW



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